POSITION DESCRIPTION

Position descriptions are the foundation for recruiting, classification decisions and performance evaluations. A position description is maintained in Human Resource Management for all staff and management employees describing current job duties and responsibilities. Position descriptions should be updated as needed to reflect current duties and submitted to Human Resource Management for review. New employees should review and discuss their position description with their Appropriate Administrator.

<u>**Action Requested**</u>: *Organizational Chart required for all actions.*

☐ Review of a new or vacant position
☐ Initiate a classification review
☐ Update an existing position description (no review requested)

Name of incumbent *(if filled position):*	
If vacant, name of previous incumbent:	
Working Title: Associate Registrar	
Classification Title: Administrator I	
Department Name: Registrar's Office	**Division:** Student Affairs
Appropriate Administrator/Supervisor Title: John Hill/Registrar	

Position Number: 00000295	**Job Code:** 3318	**Grade Level:** 1
Time Base: 1.0	**FLSA Status:** Exempt	

<u>**Position Summary**</u>: *In a few sentences, briefly describe the primary function of the position.*

Under the general direction of the Registrar, this position provides leadership to and management of the activities of Student Record, Registration, Imaging, Evaluation, Degree Audit/Transfer Credit, and Articulation units within the Registrar's Office. The responsibilities include oversight and management of student records, registration technology, grading processes, transcript and enrollment verification requests. The incumbent will oversee the completion of graduation checks, graduation clearance, and transfer credit reports using the functionalities in the Academic Advisement module in PeopleSoft. The incumbent ensures that academic requirements encoded in Peoplesoft correctly reflect University requirements and transfer credit equivalencies reflect established articulation agreements. The incumbent may be appointed a committee member or task force to represent the department on matters related to degree requirements, graduation, or other related University projects and initiatives.

This position serves as primary contact with various units such as Admissions, Financial Aid, Student Financial Services, Orientation, Testing office, and academic departments.

<u>**Major Duties:**</u>

Describe the major responsibilities assigned to this position (typically 5 to 7) listing them in order of importance. Indicate the approximate percentage of time spent in each area of responsibility, estimated over a year timeframe (Minimum of 5% for a given duty. Primary responsibilities should represent the majority of the time allocation, with the total equaling 100%). Miscellaneous or other duties should be 5%.

*Indicate duties, which are "**essential functions**" by checking the Essential Function box in the right column.*

> *The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified disabled individual who is able to perform the "**essential functions**", which is intrinsic to the work. **A function may be essential because 1)** the position was established to perform the function; **2)** a limited number of employees are available to perform the function; and/or **3)** removing the function would fundamentally change the position. (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries).*

Description of Duties	% of Time Total = 100	Essential Function
Management of the day-to-day operations of the Registrar's Office including providing leadership to the Records and Registration, Graduation, Evaluation, Degree Audit/Transfer Credit, Articulation, Certification	40%	☒

and Toro Information and Welcome Center. Plans and evaluates processes related to registration, graduation evaluation and records maintenance. Hire, train, develop, evaluate performance of staff members. Ensure that students receive timely, accurate information and excellent customer service when registering for classes, obtaining academic transcripts and graduation processing. The Associate Registrar is accountable for the security, integrity, and confidentiality of student's academic record. Provide leadership and skills to achieve the goals sent by the department, cluster, division of Student Affairs, and the campus.		
Assesses, formulates and evaluates technical functionality of the PeopleSoft student administration system as well as processes to ensure compliance with enrollment and course withdrawal policies; Conducts strategy and operational assessment of data setup, cross-field functionality, and coordinates with SIS analysts to test data processes in a test environment of the features and functionality; Recommends changes to manage registration and enrollment activity efficiently. Manages and maintains the yearly registration calendar including registration dates, process timelines, important campus dates, etc.; Notifies staff of important dates, and upcoming events such as New Student Orientation (NSO); Manages the setup and processing of registration including validation of academic dates and security, registration appointments, registration holds, wait listing, enrollment notifications, term withdrawals, discontinuation of students, grade lapse, repeat checking, special GPA, academic standing, and honors.	25%	☒
Responsible for administration of policies outlined in the University catalog, federal, state, and system-wide regulations such as Title 5, FERPA, Chancellor's Office executive orders, and presidential memorandums. The Associate Registrar also provided expertise to campus, state, or federal policies when needed. Works in consultation with the Registrar to develop office policies and procedures. Develop and revise office procedures and business process guides utilized by staff. Develops training materials and conducts one-on-one and group training sessions for the Registrar's Office staff and the campus community. Notifies the staff regarding policy and procedural changes. Monitors and reviews all processes and registration functions to ensure that data is processed correctly and desired results are achieved; Analyzes current business processes and recommends data and process enhancements. This position also independently runs complex processes, including enrollment appointments, holds, disqualification, remediation, waitlisting, repeat checking, remediation updates, etc.	20%	☒
Research and resolve complex student problems which may include collaboration with other offices such as Financial Aid, Cashier's Office, Student Financial Services, and the University Advisement Center. Work collaboratively with the SA analysts and the IT staff to identify and resolve system issues and problems and to develop and implement system modifications.	10%	☐
Other duties as assigned	5%	☐
		☐
		☐

Changes in position: *If this is an existing position that you believe has changed, what specific duties or responsibilities have been changed, added to, or removed since the position was reviewed previously or since the incumbent was assigned?*

Physical Effort: *Indicate the type of physical effort which is essential to the position activities:*

Light Work - involves mainly sitting with up to 25% of the activities involving regular standing or walking; involves lifting of medium weight objects limited to 25 pounds.

Environmental Factors: *Indicate the type(s) of environmental factors which are essential to the position activities:*

☒ Inside (Typically Office Environment) Frequency: Constantly - Essential	☐ Extreme Temperature (hot/cold) Frequency: Choose an item.	☐ Elevated Work (Raised platform/scaffold) Frequency: Choose an item.
☒ Outdoor Frequency: Occasionally	☐ Hazards Frequency: Choose an item.	

Supervision Received: *Indicate the level of supervision received by the position from the Appropriate Administrator.*

General Direction - general control over administrative aspects of work; plans and organizes methods for completing tasks and managing responsibilities; makes decisions which have a wide impact on the work of others or the work unit.

Supervision Exercised: *Indicate the type of supervisory responsibilities that are associated with the position.*

Manages a unit/function.

Specialized Materials: *The position may require the use of the following equipment, machinery, tools, vehicles or office equipment:*

Special Working Conditions: *List any overtime requirements, 24/7 on–call, work schedule, etc.*

Knowledge, Skills, and Abilities:

Thorough, detailed knowledge of applicable university infrastructure, policies, and procedures.

Thorough knowledge of English grammar, punctuation, and spelling.

Ability to: plan, organize and work independently; ability to analyze administrative, organizational and personnel management problems to reach practical and logical conclusions and to put effective changes into practice; ability to establish management goals and follow through on their implementation; ability to respond positively to changing or challenging situations; ability to develop and maintain effective, cooperative and harmonious working relationships in circumstances which may involve the denial of requests or the necessity to persuade others to accept a different point of view.

Experience and Education:

Three - five (3-5) years of experience and the equivalent to a Bachelor's degree. One (1) year of supervisory/managerial or leadership experience required.

Proficient in the use of on-line student information systems.

Preferred Qualifications and/or Specialized Skills and Abilities: (if none, write N/A)**:**

Master's degree in a related field such as Student Personnel, Higher Education Administration or Personnel Management or Public Administration are highly desirable.

Signatures *(Acknowledgement that the information is accurate)*

Name of Employee:	Signature:	Date:
Name of Supervisor/Dept. Manager:	Signature:	Date: