



Assistant Registrar Registrar

REG/2

JOB SUMMARY

This position is responsible for assisting in directing the college's student registration and records retention functions.

MAJOR DUTIES

- Assists students with questions and concerns; resolves problems and provides information.
- Provides assistance to faculty for registration and advising issues.
- Manages and maintains the Degree Works program.
- Sets up and deactivates programs of study in the CAPP program.
- Processes grade changes, incomplete grades reports and faculty withdrawals.
- Supervises office staff in the absence of the Registrar.
- Processes change of major forms.
- Provides information to students during Orientation.
- Serves on assigned college committees.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of student records management principles.
- Knowledge of college registration processes.
- Knowledge of academic grading and transcripts.
- Knowledge of data analysis and reporting.
- Skill in the delegation of responsibility and authority.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Registrar assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports and observation of department activities.

GUIDELINES

Guidelines include the college academic catalog, Veterans Administration guidelines, SOCMAR instructions, software user instructions, Board of Regents policies and procedures, Department of Education discipline codes, and the Family Educational Rights and Privacy Act. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. Frequent regulation changes contribute to the complexity of the position.

- The purpose of this position is to assist in directing the college's student registration and records retention activities. Success in this position results in the efficiency and effectiveness of registration procedures and in the accuracy and completeness of student records.

CONTACTS

- Contacts are typically with co-workers, other college personnel, students, representatives of the Board of Regents, representatives of other colleges and universities, accreditation agencies, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has functional supervision over Graduation Coordinator (1) and Records Specialist (4).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.