Human Resource Services

Annual Salary Range: $34,871 - $51,281 Status: Exempt Position No:

Associate Registrar

PURPOSE OF THE JOB

This description may not include all of the duties, knowledge, skills or abilities associated with this position.

This position provides services to all customers, including students, colleagues, alumni and the general public. The primary function of this position to maintain mainframe data as they relate to courses, class schedules, student data, student grades and schedule production.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

(What duties are required for the position to exist? Estimate the percentage of time spent in each.)

20%	Maintain the course master in colleague.
20%	Act as liaison for troubleshooting for faculty, staff and students with registration/colleague problems.
20%	Accountability for accurate posting of all grades.
10%	Prepare schedule of courses booklet for spring, summer and fall classes.
10%	Responsible for setting up reporting terms in colleague.
10%	Make registration changes (drop, add, withdrawals).
5%	Produce and mail mid-term and final grade reports.
5%	Maintain the Records Office webpage.

OTHER DUTIES AND RESPONSIBILITIES

(Responsibilities/important duties performed occasionally or in addition to the essential duties of the position.)

Assist with graduation three times a year;
Train new departmental secretaries on how to create classes in colleague;
Train new deans/department head with registration procedures;
Mail diplomas;
Assist with academic standings;
Submit Dean's List to local newspapers as well as the National Dean's List;
Attend meetings in the absence of the Registrar;
Assist compliance officer in determining eligibility of athletes;

SUPERVISORY RESPONSIBILITIES

(Provide the number and type of employees supervised, level of authority to hire and make recommendations to fire.)

None

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

(Indicate which are required, preferred, or desirable. Include licenses and certifications.)

Bachelor of Arts or Bachelor of Science degree;
Understanding of academic policies and degree requirements in higher education;
Strong written and oral communication skills;
Detailed oriented;

EDUCATION AND EXPERIENCE

(Indicate which are required, preferred, or desired.)

Master's degree preferred;
Four year experience working in an admissions/registrar office in a post-secondary institution, at least;
Working knowledge of Datatel software desired;

FISCAL RESPONSIBILITY

(Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions).

Orders paper/forms from print shop when needed.

EXTENT OF PUBLIC CONTACT

(Within and outside the University)

Answer and transfers phone calls for the Records Office.
Answer and assists students, parents, faculty, staff and other Universities/Colleges with questions and concerns.

PHYSICAL DEMANDS

(Walking, lifting, equipment, operation, etc.)

1. Ability to sit at a workstation for extended periods
2. Occasional ability to lift, carry, and put away parcels weighing up to 25 pounds
3. Normal physical mobility, which includes movement from place to place on the job taking distance and speed into account
4. Normal physical agility, which includes ability to maneuver body while in place
5. Normal physical strength to handle routine office materials and tools
6. Normal dexterity of hands and fingers; Normal endurance
7. Normal coordination, including eye-hand, hand-foot

WORKING CONDITIONS AND ENVIRONMENT

(Necessary traveling, unusual work hours, unusual environmental conditions, etc.)

Normal 40 hours work week (8 am – 5 pm during regular class sessions; 7:30 am – 6 pm during summer work hours).

The work environment involves everyday risks or discomforts which requires normal safety precautions typical of such places as offices, meeting and training rooms.

Overtime work may be required on occasions, dependent on workload and work objectives.

Travel on occasion may be required as it relates to position's responsibilities;

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The functions, qualifications, knowledge/skills, and physical requirements listed in this job description represent the essential duties of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The Job Functions listed do not necessarily include all activities that the individual may perform and, should not be considered an all-inclusive listing of the job requirements.