



<b>Job Title</b>	Assistant University Registrar	<b>Job Code</b>	ES0313
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	17
<b>Union</b>	Non-Union	<b>Union Code</b>	0
<b>Job Family</b>	Enrollment Services	<b>Subfamily</b>	Registrar

**Job Family & Subfamily Summary**

**Enrollment Services Professionals** participate in activities related to academic admissions, registration, financial aid services, and orientation for current and potential university students.

**Registrar Professionals** create, update, and maintain course and class data. Perform operations such as course and class data. Perform operations such as course registration and scheduling, class changes and additions, maintenance of student records, and degree audits.

**Job Summary**

Manages readmission, residency reclassification and credit card fiscal activities. Reviews Registrar's Office-related appeals presented to the University Fee Appeals and Residency Appeals Committees. Serves as Adjutant to the Associate University Registrar. Assists in the implementation of PeopleSoft driven business processes.

**Representative Duties**

**1.**

- Oversees customer support staff and activities
- Recommends, implements and interprets the Registrar Office's and University policy with administrators, faculty, students and the public
- Responsible for Registrar Office's compliance certification in carrying out financial duties
- Reviews Registrar's Office-related appeals brought before the University Residence Appeals Committee; makes appropriate recommendations
- Serves as an office liaison for college/school and administrative office representatives
- Assists in the development of business processes that improve student support services
- Monitors staffing needs for student support services area and provides appropriate recommendations to the Associate University Registrar
- Manages staffing assignments
- Provides support to the Registrar Office's Commencement activities

**2.**

- Gathers, analyzes and inputs data
- Tracks and monitors student eligibility for sports, graduation, and other academic dependant associations based on academic history
- Develops and assists with training

<b>Education, Experience, Skill Requirements</b>		
	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	Bachelor's	Master's
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
4+ years of relevant work experience 1+ years of leadership experience OR 2+ years of relevant work experience with a Master's Degree 1+ years of leadership experience		
<b>Additional Requirements</b>		

<b>Physical/Environmental Demands</b>
Standard office environment with no unique physical demands

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**