



<b>Job Title</b>	Assistant/Associate Registrar - College	<b>Job Code</b>	ES0319, ES0320
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	16, 18
<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**

Shares the responsibility for the leadership, oversight, & coordination of all Registrar processes for the college. Independently manages daily Registrar operational workflow. Responsible for the currency of & adherence to daily operational policies & procedures, as well as the development & implementation of processes for all student records, ensuring FERPA compliance. Assists Registrar in all policy decisions & has decision-making authority for all daily business.

**Representative Duties**

1.
  - Oversees all daily operations of the Registrar's Office, providing daily coordination of essential services, FERPA compliance, and for a wide variety of system and registration processes and procedures
  - Supervises and directs the daily activities of the Registrar Coordinator(s)
  - Oversees course management, including, but not limited to: online catalogue; academic calendar; term build, calendar year, and courses
  - Serves on the Student Performance Review Committee (SPRC) to identify students experiencing academic or professionalism difficulties, determine the most severe outcome allowed for the student, and refers the student to the Student Evaluation and Promotion Committee (SEPC) for review
  - Coordinates with students regarding impending SEPC actions
  - Works directly with the Associate Dean for Student Affairs in support of the SEPC
  - Prepares and disseminates reports and academic records, appraises SEPC and of student progress and potential academic/professionalism issues
  - Advises the SEPC of student status and possible actions that may be taken by the committee, prepares meeting minutes, and prepares and tracks student disciplinary action status
  - Ensures that grades are submitted by faculty in compliance required deadlines
  - Approves and posts student grades
  - Oversees all aspects of student registration and reporting, including term activation, maintaining student cohort groups, student program plans, and reporting student status and progress
  - Ensures that students have completed all graduation requirements and certifies students for graduation
  - Ensures that the college is in strict compliance with FERPA
  - Collects, records, maintains, and reports current and former student in accordance with FERPA, AAMC Committee on Student Records (COSR), and LCME accreditation guidelines and requirements
  - Manages the AAMC Visiting Student Learning Opportunities (VSLO) System
  - Plans, directs, and oversees all aspects of the visiting student program

<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>		
See Level Addendum below		
<b>Additional Requirements</b>		

<b>Physical/Environmental Demands</b>
Standard office environment with no unique physical demands
<b>Level Addendum</b>
<i>Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.</i>
<b>Assistant Registrar – College ES0319 Pay Grade 16</b>
<ul style="list-style-type: none"> <li>• 4+ years of relevant work experience</li> <li>• 2+ years of relevant work experience with a Master's Degree</li> </ul>
<b>Associate Registrar – College ES0320 Pay Grade 18</b>
<ul style="list-style-type: none"> <li>• 6+ years of relevant work experience</li> <li>• 4+ years of relevant work experience with a Master's Degree</li> </ul>

**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.**