



Job Title	Associate University Registrar	Job Code	ES0314
Pay Plan	A&P	Pay Grade	19
Union	Non-Union	Union Code	0
Job Family	Enrollment Services	Subfamily	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

Oversees the student-facing and customer service functions of the Registrar's Office and Veteran's Academic Resource Center. Designs polices, strategies and training within, drafts and manages budgets for, handles personnel decisions within, and coordinates the activities of staff.

Representative Duties

1.

- Manages the United States Armed Forces Veteran educational benefits eligibility certification
- Manages academic and social programming within the Veterans Academic Resource Center
- Designs information management and publication of all Registrars' Office print media and web-based documents using content management, including the annual Undergraduate Catalog and the design and maintenance of the Registrar's Office web site
- Provides leadership and event management of University Commencement ceremonies

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

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

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.