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|-------------------|---------------------|--------------------|--------|
| Job Title | COM Registrar | Job Code | COM37 |
| Pay Plan | A&P | Pay Grade | 21 |
| Union | Non-Union | FLSA Status | Exempt |
| Job Family | College of Medicine | Union Code | 0 |
| | | Subfamily | |

Job Family & Subfamily Summary

College of Medicine Professionals are specialized and unique to the UCF College of Medicine.

Job Summary

Responsible for the leadership, oversight, and coordination of all Registrar processes for the UCF College of Medicine (COM), including independently managing all daily COM Registrar business and operational workflow. Responsible for the currency of, and adherence to, daily operational policies and procedures as well as the development and implementation of processes for all student records, ensuring strict Family Educational Rights and Privacy Act (FERPA) compliance. This position supervises all COM Registrar activities and personnel, reports directly to the COM Associate Dean for Students, and also maintains a working relationship with the UCF main campus Registrar.

Representative Duties

1. Registrar Support

- Ensures grades are submitted by faculty to meet required deadlines; approves and posts all student grades
- Oversees student registration and reporting
- Maintains student cohort groups and programs
- Determines student completion of program requirements and certifies graduation status
- Oversees all aspects of course management such as the academic calander, assignment of course numbers, etc.

2. Student Performance Review

- Serves in the Student Performance Review Committee (SPRC)
- Assists in the indentification of students experiencing academic difficulties, determination of outcomes, and referral to the Student Evaluation and Promotion Committee (SEPC)
- Prepares and disseminates reports, student disciplinary action status, academic records, and meeting minutes
- Advises the SEPC of student status and potential actions the committee can enforce based on university and COM policy
- Reports student status and progress to the American Association of Medical Colleges (AAMC)

3. Compliance

- Collects, records, maintains, and reports former and current student records in required systems to ensure accordance with affiliated committees and legal guidelines and requirements
- Ensures that the affiliated college(s) is in compliance with FERPA

4. Supervision

- Directs the daily activities of the Registrar Coordinator(s)

Education, Experience, Skill Requirements

| | Required | Preferred |
|---------------------------------|------------|-----------|
| Education Level | Bachelor's | Master's |
| Certification(s) | | |
| Licensure(s) | | |
| Work Experience | | |
| 8+ years of relevant 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.