



Job Title	Registrar Assistant	Job Code	ES0321
Pay Plan	USPS	Pay Grade	13
Union	Non-Union	FLSA Status	Non-Exempt
Job Family	Enrollment Services	Union Code	0
		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

Evaluates and updates student's residency status per Florida State Residency Guidelines and maintains residency records and documents. Coordinates meetings and prepare cases for the UCF Residency Appeals Committee.

Representative Duties

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- Advises students and parents via email, phone, and personal meetings
- Determines student eligibility according to University and state policies
- Updates residency status and process denial appeals
- Compiles and maintains student reclassification records
- Notifies and provides guidance and support to readmitted students who are required to update residency documents by the State
- Provides guidance to students, faculty, and administration on residency reclassification matters, and maintains a close working relationship in residency matters with Undergraduate Admissions and Graduate Studies' residency staff personnel
- Prepares and refers appeal cases to supervisor and/or UCF Residency Appeals Committee
- Coordinates meeting times and locations for the committee and records minutes
- Performs and maintains records of computer queries and document findings in coordination with Undergraduate Admissions, Graduate Studies, and Global UCF to ensure all international students are awarded the proper residency classification
- Maintains close coordination of all residency reclassification activities with supervisor
- Assists the Registrar's Office in the implementation and update of PeopleSoft driven business processes

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
Work Experience		
0+ years of relevant work 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.