



Job Title	Registration Coordinator	Job Code	ES0311
Pay Plan	A&P	Pay Grade	15
Union	Non-Union	FLSA Status	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, trains, provides outreach, support and troubleshoots student records. Responsible for managing daily transfer credit processes including receipt, workflow and posting of incoming transcripts/test scores. Supervises one program assistant. Assists students with coordinating their schedule.

Representative Duties

1.
 - Analyzes and interprets student academic records in accordance with Florida Excess Hours Statute
 - Identifies exemptions and applies calculations to student invoices
 - Trains and serves as main contact regarding all advisor and co-workers' inquiries regarding Excess Hours information, applicability and resolutions
 - Adjusts majors, minors and certificates in coordination with all advising departments and admin offices
 - Coordinates with all academic colleges to update and troubleshoot the major change process via myUCF and manual (paper) processing
 - Monitors and troubleshoots Electronic Delivery of transcripts
 - Manages daily transfer credit processes including the receipt, workflow and posting of incoming transcripts
 - Formulates and recommends procedures and policies that lead to efficient processing of student record processes and record changes
 - Serves as point of contact for student, advisor and university administration inquiries regarding verifying and trouble-shooting accurate tabulation of transfer credit hours
 - Directly supervises and manages Program Assistant
2.
 - Creates schedules for students and manages student schedules throughout the academic year
 - Monitors and ensures students are meeting curriculum requirements
 - Communicates schedule changes to students
 - Assists in ensuring that student evaluations are completed and submitted by faculty in a timely manner
 - Ensures that students have met graduation requirements
 - Processes Registrar documents and assists in managing enrollment rosters
 - Assists with Student Evaluation and Promotion Committee (SEPC) meetings and attends curriculum committee meetings, serving as the Registrar representative when needed
 - Creates and maintains course catalogue, including updating the course listing, policies and procedures, and curriculum requirements

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant experience OR 0+ year(s) of relevant experience with a Master's Degree		
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.