



Job Title	University Registrar	Job Code	ES0315
Pay Plan	A&P	Pay Grade	22
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

Serves to support enrollment management initiatives of the university including providing data to better inform strategic decisions, promote registration, and to publicize course registration schedules.

Representative Duties

1.

- Provides planning and direction to the Registrar's Office
- Provides oversight to the Veterans Academic Resource Center, budget management of the VARC and Registrar's Office affiliated departments and accounts
- Implements processes and procedures that are compliant with the university's academic policies and state and federal regulations
- Provides oversight of the NCAA initial and continuing eligibility certification pursuant to NCAA Bylaw 14
- Serves on project teams to collaborate with administrators, deans, faculty, IT, and advisors to facilitate and improve services to students, including degree certification, enrollment, course scheduling and catalog processing
- Manages academic and classroom scheduling and academic space utilization
- Provides overall leadership to the functions and support of the PeopleSoft Student Records module

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 3+ years of leadership experience OR 6+ years of relevant work experience with a Master's Degree 3+ 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.