University Registrar

Job Code 00001082

General Description
Responsible for creating, updating, reproducing and archiving student academic records as well as conducting registration, veteran affairs, and other projects while enforcing academic policies and procedures.

Example of Duties
Publish the official University calendar.
Communicate with University staff and the public.
Assist students in finding a solution to problems relating to registration and records issues.
Assist in determining computer equipment needs for the office.
Assist in writing service requests for Registrar Office projects.
Prepare budgets, monitor spending and make adjustments.
Review UPPS, policies and procedures, and recommend changes.
Respond to audits through researching items, analyzing data and preparing response.
Develop a strategic plan for the Registrar’s office.
Coordinate registration efforts through staff assignments, monitoring system, reporting numbers and evaluating the results.
Prepare and distribute various reports.
Coordinate the preparation and distribution of the Schedule of Classes.
Negotiate assignment and reassignment of rooms to student organizations.
Conduct surveys on Registrar Office issues.
Modify policies and procedures based on survey results.
Provide supervision to staff.
Assist in planning new student orientation and registration sessions.

Knowledge, Skills, and Abilities
Knowledge of: coordinating board rules; databases and computer programs; University policies and procedures; PC software; the Internet and its applications.

Skill in: establishing rapport with variety of clients; communicating and listening; managing staff; using computer hardware and software; organizing, planning and researching; supervising staff and thinking critically.

Ability to: read and apply memos, policies and technical reports; prepare reports, letters, policies and procedures; perform basic math and interpret statistical reports; follow correct accounting principles; monitor the budget; analyze a situation, determine possibilities, and reach conclusions through a logical thinking process.
Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements