Assistant Registrar

Job Code 00001086

General Description
Responsible for assisting in the resolution and research of enrollment problems while supervising the creation and maintenance of the schedule of classes and room assignments.

Examples of Duties
Prepare reports, rosters and other materials.
Review, research and solve student enrollment problems.
Manage enrollment irregularity account.
Oversee preparation of the schedule of classes.
Coordinate special late registration, mid-term registrations and registration appeals.
Coordinate the MITC registration process.
Determine refund, drop and withdrawal dates.
Prepare calendars for academic departments and computer calendar.
Explain admissions and registration policies.
Assist students with medical withdrawals.
Edit and produce copies of the curriculum reports.
Supervise and oversee the work of staff.
Provide requested information and data to the appropriate executive office.
Produce labels, printouts and diskettes for requested information.
Assist new students with registration procedures.
Request printouts, process grade reports, VA reports and others as needed.
Monitor enrollment numbers and report changes.
Assist internal and state auditors, provide records and interpret transactions.
Address new students at orientation and registration events.
Prepare statistics.
Perform other duties as assigned

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures.

Skill in: Resolving student problems; giving presentations; supervising staff and motivating output.

Ability to: Prepare memos and answer letters from students; perform basic math; interface with students, parents, and university personnel; explain procedures to students.

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

Reviewed on 5/17