Associate Registrar

Job Code 50008804

General Description
Responsible for assisting and researching enrollment problems, supervising the creation and maintenance of class schedules and room assignments.

Examples of Duties
- Produce Curriculum Report.
- Produce and distribute the Academic Calendar.
- Supervise and evaluate staff.
- Maintain and update procedure manual.
- Assist students in resolving registration problems.
- Supervise and coordinate the preparation of the Schedule of Classes.
- Coordinate special registration activities.
- Coordinate requests for data.
- Coordinate student refunds.
- Produce reports for departments.
- Calculate and coordinate calendar dates.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities
Ability to: Comprehend letters and memos, perform basic math, explain policies and procedures, readjust work schedule, multitask, interface with students, parents and university personnel.

Skill in: Writing memos and answering questions, researching and analyzing student schedules and other information.

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