**Assistant Registrar P12 Standard Job Description**

**Classification Title:** Assistant Registrar P12

**FLSA Exemption Status:**Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Assistant Registrar, under direction, supervises a functional area in the Registrar’s Office.

**Essential Duties and Responsibilities:**

**30% Operational Oversight**

* Oversees daily operation of assigned functional area.
* Ensures compliance with federal and state laws and University rules and regulations.
* Implements strategic goals and provides regular reports to leadership.
* Maintains high-level access to student information system in order to perform administrative tasks regarding student registration, billing, and awarding of financial aid.
* Maintains knowledge of current federal, state, and institutional policies, procedures and regulations pertaining to student data and student education records.

**20% Staff Management**

* Supervises assigned staff and evaluates their performance.
* Trains and develops budgeted/wage support staff in their roles.
* Maintains a collaborative relationship with academic departments in the maintenance and development of systems and processes.

**10% Communication and Liaison**

* Serves as liaison with various units on campus to ensure accurate information dissemination.
* Assists with communication to the campus community concerning unit processes and ensures timely notification.
* Functions as liaison for student information exchange between units.

**10% Compliance and Quality Assurance**

* Facilitates compliance with published content including ADA and university branding.
* Proofreads and edits communication and strategic information produced from the unit.
* Identifies and recommends process improvements and efficiencies.

**10% Event and Scheduling Management**

* Assists in the development of class scheduling cycle practices and policies.
* Coordinates event scheduling and calendaring training opportunities for users across campus.
* Provides functional support for commencement ceremonies and oversees class scheduling processes.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree or any equivalent combination of education and experience.
* Five years' related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of database, spreadsheet, presentation and word processing software.
* Working knowledge of FERPA.
* Oral and written communication skills.
* Ability to plan and organize effectively.

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**