**Associate Registrar P14 Standard Job Description**

**Classification Title:** Associate Registrar P14

**FLSA Exemption Status:** Exempt

**Pay Grade:** 14

**Job Description Summary:**

The Associate Registrar P14, under general direction, supervises a functional area within the Registrar’s Office.

**Essential Duties and Responsibilities:**

**30% Daily Operations Management**

* Assists in overseeing daily operations of the assigned functional area.
* Assists in developing policies related to the functional area and works with staff to create and document service procedures.
* Supervises assigned staff to ensure compliance with federal and state laws and University rules and regulations.

**20% Data Coordination and Reporting**

* Coordinates and collects data from within the Office of the Registrar to maintain and publish performance measures.
* Compiles and provides data for reports and planning purposes.
* Compiles data necessary to record and analyze performance metrics related to student outcomes.

**10% Student Information Management**

* Maintains high-level access to the student information system to perform administrative tasks regarding student registration, billing, and awarding of financial aid.
* Oversees the completion and confirmation of requests for student and alumni degree and information verifications.

**10% Compliance and Confidentiality**

* Maintains working knowledge of Family Educational Rights and Privacy Act (FERPA) and serves as a university resource and contact on issues relating to confidentiality of student education records.
* Monitors and records access to student files as required by FERPA.

**10% Examination Coordination**

* Provides services necessary to conduct final examinations, including scheduling all exams and exam room assignments.
* Arranges appropriate test-taking environments for students with special accommodations and ensures proper student conduct during all examinations.

**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 equivalent combination of education and experience.
* Six years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Thorough knowledge of overall activities and functions of the Registrar’s Office.
* Knowledge of word processing, spreadsheet, and database programs.
* Oral and written communication skills.

 **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**