Title: Assistant Director, Registration & Scheduling

Pay Scale Group: 16

Essential Function

Under general supervision from a designated administrator, assist in the planning and management of the operational activities of department/college.

Characteristic Duties

- Manage the scheduling, registration and fee assessment of students.
- Manage the processing of registration change forms.
- Oversee the collection of add/drop fees.
- Coordinate, design and oversee the preparation and analysis of required reports.
- Coordinate registration procedures and special group registrations.
- Respond to student inquiries about special registration problems.
- Assist in the development of budget request and written narrative.
- Oversee the publication of the Schedule of Classes.
- Liaison for satellite registration systems.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; - OR- seven (7) years experience. Experience must be in registration and scheduling or related field. Experience may also require at least one (1) year supervision.

Last updated: January 2007