Classification Specification for Unclassified Service

Title: Assistant Registrar

Essential Function

Under general supervision from a designated administrator, assist in the management of day-to-day administration and operations of the Office of the Registrar.

Characteristic Duties

- Assist in the management of day-to-day administration and operations of the Office of the Registrar, including creation, maintenance, and appropriate release of student records and registration data.
- Coordinate and oversee course approvals, course inventory, and quarterly production of class schedules.
- Assist with the planning, development, and implementation of new data and service systems and system enhancements related to the Office of the Registrar. Assist with related training.
- Assist with the planning, development, and implementation of department and university policies and procedures related to student records and registration. Assist with related training.
- Interpret policy and ensure compliance with applicable federal, state, and university rules and regulations (e.g., FERPA, Ohio Board of Regents, etc.), and reporting requirements.
- Recommend, develop, and implement new office business protocols, procedures, and improvements.
- Prepare statistical reports for the office, the university and other agencies.
- Act as Office of the Registrar liaison with the university community and the public on related issues.
- Serve on committees that impact student records, registration, scheduling or other Office of the Registrar functions.
- 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 years experience. Experience must be in related field. Experience must include one (1) year supervision.

Last updated: January 2007

An affirmative action/equal opportunity institution