Title: Associate Registrar/Director, Registration & Scheduling

Pay Scale Group: 20

Essential Function

Under general supervision from a designated administrator, plan and manage the operational activities of the Office of Registration and Scheduling.

Characteristic Duties

- Plan and manage the operational activities of the Office of Registration and Scheduling.
- Plan and direct the compilation, publishing and distribution of the schedule of classes.
- Manage the Courses Data Base and the procurement of information from the database.
- Plan and direct the scheduling of classroom space.
- Develop and implement a program for physical improvements in classrooms.
- Plan and direct the scheduling and registration of students.
- Direct the processing of registration change forms and collection of drop/add fees.
- Direct the process of verifying enrollment and degrees.
- Prepare reports for the University and outside agencies.
- Develop cross registration procedure for the University’s participation in the Greater Cincinnati Consortium.
- Review and approve departmental operating procedures.
- Develop budget request and written narrative.
- 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 seven (7) years experience; -OR- Associate's degree with nine (9) years experience; -OR- eleven (11) years experience. Experience must be in registration and scheduling and include at least three (3) years of supervision.

Last updated: February 2001

An affirmative action/equal opportunity institution