Title: Associate Registrar/Director, Student Records

Pay Scale Group: 20

Essential Function

Under general supervision from a designated administrator, perform administrative duties related to maintenance of permanent academic records, implementation of online records systems, computerized degree progress audit system. Plan and manage operational activities.

Characteristic Duties

- Plan and implement new systems and procedures, revise current procedures related to maintenance of permanent academic record.
- Work with students, faculty and staff in resolving specific record problems.
- Oversee preparation of transcripts and Federal VA Educational Benefits.
- Oversee the process of registration changes, preparation of class and grade rosters, student grade reports.
- Serve on university committees and as webmaster.
- Approve purchase of office supplies.
- 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 as a user of a comprehensive management information system and include at least three (3) years of supervision.

Last updated: February 2001