Title: Registration Officer

Essential Function

Under general supervision from a designated administrator, assist in the monitoring, planning and managing of the operational activities of the Office of Enrollment, Registration and Scheduling.

Characteristic Duties

• To assist in the planning and management of the daily operational activities of enrollment, registration, and scheduling.

• Monitor enrollment and manage the scheduling and registration functions.

• Manage the processing of registration change forms, oversee the assessment of fees, and respond to student inquiries about special registration problems.

• Act as liaison with main campus registration, admission and scheduling offices. Assist faculty members with class enrollment, class ordering, scheduling and changes.

• Revise information and implement procedures.

• Coordinate activities with academic services, continuing education and community businesses.

• Assist in budget preparation and monitoring expenditures.

• Prepare special reports.

• Assign work; ensure proper workflow of the unit; act as lead worker.

• Perform related duties based on departmental need.

Minimum Qualifications

• Bachelor’s degree with one (1) year experience; -OR- Associate's degree with three (3) years experience; -OR- five (5) years experience. Experience must be in registration, student services and scheduling.

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