Title: University Registrar

Pay Scale Group: 22

Essential Function

Under general supervision from a designated administrator, plan and direct the administrative and operational activities of the Office of the University Registrar.

Characteristic Duties

- Plan and direct the administrative and operational activities of the Office of the University Registrar.
- Plan, develop and implement the policies and procedures of the department.
- Plan and direct departmental long-range programs and operations.
- Plan and direct the registration and record maintenance of University students.
- Manage the student information systems.
- Provide registration information to various service and academic departments.
- Review and approve departmental operating expenditures. Prepare budget request and written narrative.
- Plan and prepare staffing projections and develop staffing plans to meet departmental needs.
- Interview, select and evaluates support staff.
- Participate directly in registration and scheduling activities.
- 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 student registration services in a complex college or university system. Experience must include at least three (3) years supervision.

Last updated 1-10-07