



DATE ISSUED: 09/05
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Registrar

JOB SUMMARY

Performs responsible administrative work in the processing of student records. Work includes evaluation of degrees, graduation requirements and verification of student enrollment processes and related documents. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Registrar

Supervises: Registrar Assistants, Registrar Associates and Student Assistants

PRIMARY DUTIES - *May include, but not limited to the following:*

Evaluates degree audits for graduating students.
Confirms the completion of requirements for graduation.
Notifies students and faculty of discrepancies and ineligibility for graduation.
Verifies student enrollment status for insurance, employers and professional examiners.
Processes and collects class rolls.
Coordinates graduation, orientation, late registration, and payment settlement.
Processes transcripts, emergency loans, add/drops, and grades.
Coordinates records for students concurrently enrolled from other universities.
Maintains accurate records of honors classes, probation, and suspensions.
Adheres to workplace safety policies and guidelines.
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Acts on behalf of the Financial Aid Coordinator in their absence.
Performs other duties as requested.

EDUCATION

Bachelor's degree required.

EXPERIENCE

Minimum of one year of experience in a university registrar's office. Supervisory experience helpful. Experience may substitute for education on a year-for-year basis.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Working knowledge of office practices and methods.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to apply budgeting and fiscal planning techniques within financial constraints.

Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

Assistant Registrar
Date Issued: 09/05
FLSA: Exempt
PTO: VCS

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.