



**DATE ISSUED:** 05/06  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Associate Registrar

### **JOB SUMMARY**

Performs professional and administrative work in the supervision of personnel and procedures in the Registrar's Office. Assists the Registrar in the administration of Student Records, Scheduling, Transcripts, or Enrollment Reports. Work is performed under limited supervision with evaluation based on overall effectiveness and accomplishment of assigned goals and performance evaluation 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:*

Provides staff training and supervision.

Provides residency evaluation and counseling.

Provides student services and counseling.

Assists in preparation and maintenance of State and Federal enrollment reports.

Represents Registrar's Office at Freshman, Transfer, and Parent Orientations.

Supervises VA Reporting and enrollment certification.

Supervises transcript production.

Supervises the maintenance and retention of academic records including microfilm system.

Oversees grade reporting.

Assists with development and maintenance of information management systems.

Provides input and assistance in other related areas as requested.

Observes safety and security precautions appropriate to work performed.

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***

Performs other duties as requested.

***EDUCATION***

Bachelor's degree required.

***EXPERIENCE***

Minimum of three years of experience in a related area is required. Prior registration management operations experience in higher education preferred.

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

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.

Working knowledge of office practices and methods.

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.

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## **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 primarily 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.***