



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

JOB DESCRIPTION

TITLE

Registrar

JOB SUMMARY

Performs administrative work in the operation of the Records Division of the Office of Admissions and Registration. Ultimately responsible for the effective operation of the transcript service, student records, permanent records and the development of policy for these functions. Work is performed under administrative supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Vice President, Enrollment Management

Supervises: Clerical and professional staff members

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

Develops sound policies and procedures concerning personnel, facilities, equipment, budget, and programs.

Oversees the maintenance of student records, and proper security of permanent records files.

Develops materials, instructions, and guidelines for registration, class rolls, final grade reports, pass/fail, and add/drop records.

Serves on various committees, as requested, for the improvement of procedures, policies, and/or operation to the University.

Coordinates the process of telephone registration, line registration, off campus registration, class schedule changes, instructor grade changes, graduation applications, degree audits, transcript services, and certifications for graduation, veteran benefits, and in-state tuition reductions.

Coordinates graduation events.

Collects and distributes final grades.

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 in student guidance, education, social sciences, or a related area.

EXPERIENCE

Five years of progressively responsible experience in admissions, records, or related student services.

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

- Considerable knowledge of the operation of an office of Admissions and Registration.
- Ability to administer policies and procedures of the University and the Office of Admissions and Registration.
- Skill in the development of policies, materials, instructions, and guidelines.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- 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 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.

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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.

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 and 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.

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