



**DATE ISSUED:** 03/10  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Registrar Associate

### **JOB SUMMARY**

Performs routine and moderately difficult duties of a specialized nature. Work requires handling files and data of a confidential and sensitive nature. Responsibilities encompass imaging, organizing, filing, sorting, posting, verifying, recording, and typing/word processing. Reviews and evaluates files of applicants for accuracy of information, enrollment verification, and degree audits for students. Provides primary planning and support for University commencement activities. Work is performed under close supervision 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:* Associate or Assistant Registrar

*Supervises:* No supervisory responsibilities

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

Sorts, files, codes, stocks, or classifies correspondence, data or material.  
Operates office machinery, which may require special knowledge or training such as electronic data terminals, personal computers, or typewriters and multi-line phone.  
Makes posting to records, books, logs, or ledgers.  
Inputs, classifies, maintains, and/or assists in the processing of computerized data.  
Manages and tracks inventory.  
Manages, maintains, orders/receives all supplies and print jobs.  
Posts all employee vacancies and enters personnel transaction forms, other related Human Resources forms.  
Reviews and evaluates and enters test scores.  
Processes residency appeal requests.  
Processes students requests for drops/adds.  
Tracks expenditures and updates budgets for the Registrar's office

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Counsels students on admission requirements and interpreting transcripts.  
Corresponds with students, faculty, and departments relative to students' status. Answers questions concerning transfer courses and admissions procedures. Confers with faculty regarding equivalencies.  
Conduct enrollment verification processes and graduation eligibility confirmations.

Assists with commencement and late registration.  
Certifies and reports athletes' progress to NCAA and the athletic department.  
Certifies veterans' enrollment and academic progress to the Department of Veteran Affairs.  
Maintains and prepares files for the Texas Veterans Commission audit.  
Creates and maintains online social networking resources and links to TWU web pages.  
Updates and maintains information on TWU email accounts, VA twitter, and Facebook.

### ***ADDITIONAL DUTIES***

Interacts with the Office of Student Records with regard to course postings.  
Interacts with academic advisors across disciplines.  
Performs other duties as requested.

### ***EDUCATION***

High school diploma or equivalent required plus some college preferred.

### ***EXPERIENCE***

At least two years of clerical experience required, preferably in an Admissions or Registrar's office setting. Experience with degree audits and veterans affairs helpful.

### ***REQUIREMENT***

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

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

Knowledge of current computer operating systems.  
Knowledge of Microsoft software applications, particularly word processing and spreadsheets.  
Clerical aptitude and a general knowledge of office practices and methods. Ability to effectively communicate orally, both in person and by telephone.  
Ability to represent the department and University in a friendly, courteous and professional manner.

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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. Understands and applies sound business practices to ensure the protection of confidential student data.

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 40 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

### ***WORK ENVIRONMENT***

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

### ***SAFETY***

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*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:*** \_\_\_\_\_

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***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.***