



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

JOB DESCRIPTION

TITLE

Senior Registrar Assistant

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. Work is performed under close 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: Associate or Assistant Registrar

Supervises: No supervisory responsibilities

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

Organizes file room.

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.

Maintains, checks and verifies arithmetic or statistical data.

Makes posting to records, books, logs or ledgers.

Inputs, classifies, maintains, and or assists in the processing of computerized data.

Proofs complete imaged documents.

Images student records.

Prints schedules.

Verifies Enrollment.

Provides registration and commencement support.

Input academic record corrections.

Process transcript requests.

ADDITIONAL DUTIES

Routes student inquiries to other offices as appropriate.
Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Some college preferred.

EXPERIENCE

Two years of clerical experience. Preferably in an Admissions/Registrar environment at the college or community college level.

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

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

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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.

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:** _____

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.