## Job Family Matrix

<table>
<thead>
<tr>
<th>Job Function: Faculty and Student Services</th>
<th>Job Family: Registrar - Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Family Summary: Perform or manage a range of registrar activities which may include academic planning, student enrollment, academic systems management, regulatory compliance, and degree completion oversight.</td>
<td></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Job Title: FSS Registrar Officer II</th>
<th>Job Title: FSS Registrar Officer III</th>
<th>Job Title: FSS Registrar Officer IV</th>
</tr>
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<tbody>
<tr>
<td>Job Code: S0256P</td>
<td>Job Code: S0257P</td>
<td>Job Code: S0258P</td>
</tr>
<tr>
<td>Grade Level: 56</td>
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</tr>
<tr>
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### Job Summary

- **FSS Registrar Officer II**
  - Independently perform a wide range of tasks related to enrollment services and academic planning including student course enrollment, management of student records and event scheduling.

- **FSS Registrar Officer III**
  - Independently plan, and implement the delivery of registrar operations including maintenance of student information systems, production of data, queries and reports and general system coordination.

- **FSS Registrar Officer IV**
  - Lead registrar operations including enrolment services, academic planning, technology solutions implementation, and policy development.

### Core Duties

- **FSS Registrar Officer II**
  - Perform aspects of enrollment services including student registration, course requirement fulfillment, tuition and billing, and milestone completion.
  - Perform aspects of academic planning including course management, course scheduling, wait-list management, prerequisite checking, and course descriptions.
  - Perform aspects of information and records management including degree verification, enrollment certification, data curation, archiving of records and responding to inquiry requests.
  - Prepare and distribute reports using student and University databases.
  - Responsible for data integrity and consistency in the student information system; perform routine data audits to ensure accuracy.
  - May perform user needs analysis, product evaluation, customization, testing and implementation.
  - Provide ongoing training and documentation.
  - Advise faculty, students and staff on academic policies and procedures.
  - Ensure compliance with University policies and procedures and applicable legal rules and regulations.

- **FSS Registrar Officer III**
  - Manage the daily operation of enrollment services including student registration, course requirement fulfillment, tuition and billing, and milestone completion.
  - Manage the daily operation of academic planning including academic calendar and schedules, course data, student enrollment records, sectioning and seat assignments, exams, billing and grading.
  - Manage the daily operation of information and records management including degree verification, enrollment certification, data curation, archiving of records and responding to inquiry requests.
  - Prepare and analyze data, produce statistics, metrics and reports.
  - May perform user needs analysis, product evaluation, customization, testing and implementation.
  - Provide ongoing training and documentation.
  - Advise faculty, students and staff on academic policies and procedures.
  - Ensure compliance with University policies and procedures and applicable legal rules and regulations.

- **FSS Registrar Officer IV**
  - Lead enrollment services including student registration, course requirement fulfillment, tuition and billing, and milestone completion.
  - Lead academic planning including Develop academic calendar, class schedules, and course catalog.
  - Lead information and records management including degree verification, enrollment certification, data curation, archiving of records and responding to inquiry requests.
  - Act as subject matter expert.
  - Create and analyze complex reports to streamline processes related to curricular policy and planning.
  - Lead student information systems implementation and support; assist in establishing short and long term technology priorities and implementation plans for key initiatives.
  - Provide ongoing training and documentation.
  - Advise faculty, students and staff regarding academic policies and requirements.
  - Ensure compliance with University policies and procedures and applicable legal rules and regulations.
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<th>Basic Qualifications</th>
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<td>• Working knowledge of basic registrar principles</td>
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<td>• Knowledge of Microsoft Office Suite, advanced Excel skills</td>
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Job Family: Faculty and Student Services

Job Family Summary: Perform or manage a range of registrar activities which may include academic planning, student enrollment, academic systems management, regulatory compliance, and degree completion oversight.

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Job Summary

Manage a wide range of tasks related to enrollment services and academic planning including student course enrollment, management of student records and event scheduling.

Core Duties

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Perform aspects of enrollment services including student registration, course requirement fulfillment, tuition and billing, and milestone completion
- Perform aspects of academic planning including course management, course scheduling, wait-list management, prerequisite checking, and course descriptions
- Perform aspects of information and records management including degree verification, enrollment certification, data curation, archiving of records and responding to inquiry requests
- Prepare and distribute reports using student and University databases
- Responsible for data integrity and consistency in the student information system; perform routine data audits to ensure accuracy
- May perform user needs analysis, product evaluation, customization, testing and implementation
- Provide ongoing training and documentation
- Advise faculty, students and staff on academic policies and procedures
- Ensure compliance with University policies and procedures and applicable legal rules and regulations

Manage plan, and implement the delivery of registrar operations including maintenance of student information systems, production of data, queries and reports, and general system coordination.

Core Duties

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Manage the daily operation of enrollment services including student registration, course requirement fulfillment, tuition and billing, and milestone completion
- Manage the daily operation of academic planning including academic calendar and schedules, course data, student enrollment records, sectioning and seat assignments, exams, billing and grading
- Manage the daily operation of information and records management including degree verification, enrollment certification, data curation, archiving of records and responding to inquiry requests
- Prepare and analyze data, produce statistics, metrics and reports
- May perform user needs analysis, product evaluation, customization, testing and implementation
- Provide ongoing training and documentation
- Advise faculty, students and staff on academic policies and procedures
- Ensure compliance with University policies and procedures and applicable legal rules and regulations

Manage registrar operations including enrollment services, academic planning, information and records management and training.

Core Duties

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Lead enrollment services operations including degree completion, registration, academic certification and reporting
- Lead academic planning operations including course catalog, curriculum, scheduling, and analytics
- Lead information and records function including degree verification, enrollment certification, data curation, archiving of records and responding to inquiry requests
- Create and analyze complex reports to streamline processes related to enrollment and academic planning
- Lead student information systems implementation and support; assist in establishing short and long term technology priorities and implementation plans for key initiatives
- Advise faculty, students and staff regarding academic requirements
- Collaborate with senior management in formulating registrar policies and procedures; make recommendations to improve registration processes
- Build and maintain relationships with the school and across the university
- Ensure compliance with University policies and procedures and applicable legal rules and regulations
### Basic Qualifications
- Bachelor’s degree or equivalent work experience required
- Minimum of 3 years’ relevant work experience
- Bachelor’s degree or equivalent work experience required
- Minimum of 5 years’ relevant work experience
- Bachelor’s degree or equivalent work experience required
- Minimum of 7 years’ relevant work experience

### Additional Qualifications and Skills
- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Working knowledge of basic registrar principles
- Supervisory experience
- Familiarity with Student Information Systems (SIS) and other technology tools related to academic program management
- Master’s degree in relevant field preferred
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Advanced knowledge of registrar principles
- Supervisory experience
- Familiarity with Student Information Systems (SIS) and other technology tools related to academic program management
- Master’s degree in relevant field preferred
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Advanced knowledge of registrar principles
- Supervisory experience
- Familiarity with Student Information Systems (SIS) and other technology tools related to academic program management

### Certificates and Licenses

### Physical Requirements
- Sitting using near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion
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### Working Conditions
- Work is performed in an office setting
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| Job Function: Faculty and Student Services | Job Family: Registrar – Management |
| Job Family Summary: Perform or manage a range of registrar activities which may include academic planning, student enrollment, academic systems management, regulatory compliance, and degree completion oversight. |

| Job Title: FSS Registrar Management V | Job Title: FSS Registrar Management VI |
| Job Code: S0259M | Job Code: S0260M |
| Grade Level: 59 | Grade Level: 60 |
| Exemption: Exempt | Exemption: Exempt |
| Effective/Revision Date: April 2019 | Effective/Revision Date: April 2019 |

**Job Summary**

Oversee registrar operations including enrollment services, academic planning, information and records management and training.

**Core Duties**

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Determine strategic direction of department by establishing goals and implementing new initiatives
- Direct all aspects of enrollment services including degree completion, tuition and fee billing, and registration
- Direct all aspects of academic planning including course catalog, curriculum, scheduling, and analytics
- Direct student information system (SIS) operations, development and strategy; provide record management services to students, staff, faculty and external constituents
- Develop, design, implement and provide interpretation of registrar policies and procedures
- Build and maintain relationships with the school and across the university
- Ensure compliance with University policies and procedures and applicable legal rules and regulations
### Basic Qualifications
- Bachelor's degree or equivalent work experience required
- Minimum of 8 years' relevant work experience
- Supervisory experience

### Additional Qualifications and Skills
- Master's degree in relevant field preferred
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Advanced knowledge of registrar principles
- Familiarity with Student Information Systems (SIS) and other technology tools related to academic program management

### Physical Requirements
- Sitting using near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion

### Working Conditions
- Work is performed in an office setting