

Job Family Matrix

Job Function: Faculty and Student Services		Job Family: Registrar - Professional	
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 Officer II		Job Title: FSS Registrar Officer III	
Job Code: S0256P		Job Code: S0257P	
Grade Level: 56 Exemption: Exempt		Grade Level: 57 Exemption: Exempt	
Effective/Revision Date: April 2019		Effective/Revision Date: April 2019	
Job Summary		Job Summary	
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.		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.	
Core Duties		Core Duties	
<ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • 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 	
		<ul style="list-style-type: none"> • 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 	

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 3 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 5 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 7 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, intermediate Excel skills • Working knowledge of basic registrar principles • Familiarity with Student Information Systems (SIS) and other technology tools related to academic program management 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting

Job Family Matrix

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 II		Job Title: FSS Registrar Management III	
Job Code: S0256M		Job Code: S0257M	
Grade Level: 56 Exemption: Exempt		Grade Level: 57 Exemption: Exempt	
Effective/Revision Date: April 2019		Effective/Revision Date: April 2019	
Job Summary		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.		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		Core Duties	
<ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • 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 	
		<ul style="list-style-type: none"> • 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 • Provide ongoing training and documentation • 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 	

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 3 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 5 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 7 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting

Job Family Matrix

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 Exemption: Exempt	Grade Level: 60 Exemption: Exempt
Effective/Revision Date: April 2019	Effective/Revision Date: April 2019
Job Summary	Job Summary
Oversee registrar operations including enrollment services, academic planning, information and records management and training.	Direct all aspects of the registrar operations including enrollment services, academic planning, information and records management and training.
Core Duties	Core Duties
<ul style="list-style-type: none"> • 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 • Oversee all aspects of enrollment services including degree completion, tuition and fee billing, and registration • Oversee all aspects of academic planning including course catalog, curriculum, scheduling, and analytics • Oversee information and records function including degree verification, enrollment certification, data curation, archiving of records and responding to inquiry requests • Lead student progress audits to ensure students remain on track for graduation, meet degree requirements, and comply with college requirements • Develop reports, analyze statistics and data regarding curriculum to refine procedures, policies and practices • Develop, design, implement and manage Student Information System (SIS) and operations; advise on emerging enrollment technologies and guide the strategic use of technology • Collaborate with other student services and serve on various committees to ensure the success of the overall student experience • May develop, manage and oversee departmental budget • Develop and implement operational policies, procedures and training for staff • Build and maintain relationships with the school and across the university • Ensure compliance with University policies and procedures and applicable legal rules and regulations 	<ul style="list-style-type: none"> • 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 • Design and execute documentation, communications, training strategies to support key goals • Collaborate with other student services and serve on various committees to ensure the success of the overall student experience • May develop, manage and oversee departmental budget • Develop, 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 regulation

Job Family Matrix

Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 8 years' relevant work experience • Supervisory experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 10 years' relevant work experience • Supervisory experience
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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
Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting