Faculty and Student Services Job Function

FSS Registrar Management II
Grade: 56
Job Code: S0256M
Job Family: Registrar
Job Family Matrix: Registrar Matrix

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

Basic Qualifications
- Bachelor’s degree or equivalent work experience required
- Minimum of 3 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

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

Working Conditions
- Work is performed in an office setting