

## Faculty and Student Services Job Function

### FSS Registrar Management III

Grade: 57

Job Code: S0257M

Job Family: Registrar

Job Family Matrix: [Registrar Matrix](#)

#### Summary

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

#### Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 5 years' relevant work 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
- 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