

## Faculty and Student Services Job Function

### FSS Registrar Management IV

Grade: 58

Job Code: S0258M

Job Family: Registrar

Job Family Matrix: [Registrar Matrix](#)

#### Summary

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
- 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

#### Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 7 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