

Faculty and Student Services Job Function

FSS Registrar Management V

Grade: 59

Job Code: S0259M

Job Family: Registrar

Job Family Matrix: [Registrar Matrix](#)

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
- 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

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

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