

## **Faculty and Student Services Job Function**

### **FSS Registrar Officer II**

**Grade:** 56

**Job Code:** S0256P

**Job Family:** Registrar

**Job Family Matrix:** [Registrar Matrix](#)

#### **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.

#### **Core Duties**

- 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
- 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