

## Faculty and Student Services Job Function

### FSS Registrar Officer IV

Grade: 58

Job Code: S0258P

Job Family: Registrar

Job Family Matrix: [Registrar Matrix](#)

#### Summary

Lead registrar operations including enrolment services, academic planning, technology solutions implementation, and policy development.

#### Core Duties

- Lead enrollment services including student registration, course requirement fulfillment, tuition and billing, and milestone completion
- Lead academic planning including Develop academic calendar, class schedules, and course catalog
- Lead information and records management including degree verification, enrollment certification, data curation, archiving of records and responding to inquiry requests
- Act as subject matter expert
- Create and analyze complex reports to streamline processes related to curricular policy and planning
- Lead student information systems implementation and support; assist in establishing short and long term technology priorities and implementation plans for key initiatives
- Provide ongoing training and documentation
- Advise faculty, students and staff regarding academic policies and requirements
- 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
- 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