

## JOB INFORMATION

Effective Date	6/6/2022
Job Code:	2837
Job Title:	Associate Registrar, Academic Records
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Enrollment Management
Job Family:	Registration/Records
Job Summary	The Associate Registrar is responsible for managing essential Registrar functions including, management of professional staff and student workers. Responsible for maintaining set up in the student information systems supporting, registration, class scheduling, academic calendar, course inventory, and grade reporting. Runs processes associated with each of these functions and all operations with the Office of the Registrar. Responsible for testing and documentation of all processes and set up with in scope of responsibility.

## COMPETENCIES

### Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

## QUALIFICATIONS

### Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree		Required	
Master's Degree		Preferred	

### Work Experience

Experience	Experience Details	Required/ Preferred	
Progressive	Five years progressive experience in a registrar's office, or performing registrar duties in a college or university setting. Two years of experience supervising staff.	Required	
Progressive	Seven years of experience.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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## Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Must have advanced computer skills including ability to understand database tables, setup, workflow, data flow, and Microsoft Office tools .</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Experience with PeopleSoft, Slate or similar software systems.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to prioritize a heavy workload including multiple projects at the same time and meet established deadlines.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Must be detail oriented and able to establish procedures leading to consistent accuracy of work.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Problem solving skills including an ability to facilitate reaching technical solutions to business procedural issues.</li> </ul>	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Supervises two full-time staff members plus student workers. Interviews and makes recommendations for hire, provides training, monitors functions of each of the areas, performs evaluations, and assists in development of annual goals.</li> </ul>	20%
<ul style="list-style-type: none"> <li>Manages the set up in the student information system supporting registration, class scheduling, grade reporting, the academic calendar, academic standing, census processing and all daily functions supported by the Office of the Registrar.</li> </ul>	50%
<ul style="list-style-type: none"> <li>Serves as a member of the Registrar leadership team, assists the Registrar with essential functions including planning for and execution of commencement ceremonies. Acts as point of contact in the Registrar's Office in absence of the Registrar.</li> </ul>	20%
<ul style="list-style-type: none"> <li>Maintain working knowledge of FERPA (Family Education Rights and Privacy Act), the Buckley Amendment to FERPA, directory information and the Texas Open Records Act as they relate to student records.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Other duties as assigned</li> </ul>	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description