

JOB INFORMATION

Effective Date	4/25/2022
Job Code:	2849
Job Title:	Asst Registrar, Academic Support
Salary Grade/Structure:	040 - 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 Assistant Registrar, Academic Support supports the university with the production of the catalogs, the academic calendar, and updating curriculum in various systems and publications. Facilitates the production of the university catalogs by maintaining accurate and current curriculum policies, course and program inventories. In addition, coordinates curricular data flow between the university catalogs, student database, and published websites. Works collaboratively with the university community including academic departments, curricular committees and advising units to maintain accurate records and to impose deadlines for catalog submissions.

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	Degree from a regionally accredited, non-profit institution of higher education.	Required	
Master's Degree	Degree from a regionally accredited, non-profit institution of higher education.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Three years of experience performing duties related to this position at an institution of higher education.	Required	
Some	Experience supervising staff in a Records Office, evaluating and resolving student issues. Experience using PeopleSoft and experience with National Student Clearinghouse enrollment reporting.	Preferred	

Licenses and Certifications

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

KSAs	Proficiency
• Working knowledge of State and Federal regulations on policies in Higher Education and FERPA.	Skilled
• Experience with curriculum in the state of Texas.	Skilled
• Experience with catalog and curriculum workflow and applications.	Skilled
• Must have strong written and oral communication skills for purposes of documentation, training, and adherence to policy with external and internal contacts.	Skilled
• Ability to effectively use Microsoft Office suite and PeopleSoft.	Skilled
• Ability to prioritize a heavy workload including multiple projects at the same time and meet established deadlines.	Skilled
• Problem solving skills including an ability to facilitate reaching technical solutions to business procedural issues.	Skilled
• Must be able to manage confidential information with professionalism.	Skilled

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
• Manages catalog publication process and provides support to academic departments in the review of catalog updates. Works with catalog and curriculum software to ensure the accurate and complete alignment of data and curriculum within the catalog, the student information system, and websites. Works with catalog and curriculum software to ensure the accurate and complete alignment of data and curriculum within the catalog, the student information system, and websites.	45%
• Develops the current and future the academic calendar, submits dates for approval and ensures alignment (with local community and universities). Acts as the point of contact on publication of calendar dates.	20%
• Manages the course inventory data collection and update process. Coordinates the updating of the CBM003 report and TCCN website.	25%
• Assists with working commencement, as part of the Registrar's Office.	5%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
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
5%	Commencement events.