



Job Classification Description

ASSISTANT REGISTRAR
Non- Bargaining Unit

Grade 10
Non-Exempt

BASIC FUNCTION

To assist with all facets of managing central student records and other Registrar's Office functions, with primary responsibility for daily office management and transfer evaluations.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Manage daily Registrar's Office operations.
- Supervise the daily activities of three support staff: assist in interviewing and hiring; train new employees; assign and review work; assist staff with difficult or unusual tasks; resolve problems; evaluate job performance; plan staffing needs. Hire, train and supervise up to ten student workers.
- Implement pre-registration and registration procedures, ensuring that students are registered in a timely and accurate manner and that registration information is distributed to various College offices as required.
- Supervise/assist with the scheduling of classrooms and issue final class schedules.
- Supervise/assist with the maintenance of student records, including: official College records, active files on graduates, inactive files on separated students, and so forth. Ensure compliance with all applicable internal and external policies and regulations.
- Fill information requests and answer a wide range of questions related to student records and files from students, faculty, staff, and administrators. Interpret standard policies and investigate and resolve problems, referring unusual situations to Registrar.
- Supervise/assist with the updating and correction of computerized student records; work with data processing staff in investigating and resolving various day-to-day problems related to computerized record systems.
- Coordinate, supervise or carry out the compiling of data and preparation of reports from files and computerized records.
- Oversee the issuance of official grade reports to students and disseminate to faculty and staff as necessary.

- Supervise and coordinate degree audits and the preparation of diplomas for graduating students.
- Supervise/assist with the furnishing of official transcripts and related information to authorized persons.
- Evaluate transfer credits for incoming students, including initial evaluation at time of acceptance and final reevaluation and records updating and processing at time of registration. Inform and advise current or prospective transfer students regarding transfer credit guidelines and procedures.
- Confer frequently with supervisor, other administrative offices/staff, faculty, students, and parents to plan, coordinate and evaluate activities/policies/systems, exchange information, explain and interpret policies and procedures, investigate and resolve problems, and the like.
- Serve on College committees as requested. Represent the Registrar's Office at various College functions.
- Keep abreast of current developments in the field.

SUPERVISION RECEIVED

General supervision is received from the Registrar.

SUPERVISION EXERCISED

Partial functional and administrative supervision of three employees.

Functional and administrative supervision of up to 10 student assistants.

MINIMUM QUALIFICATIONS

Bachelors degree in an appropriate discipline, plus two years of relevant records administration experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Good organizational, administrative and supervisory skills.
- Good reading, math and analytical skills.
- Strong skills in administering complex record systems, including some experience with computerized information systems; previous Registrar's Office experience desirable.
- Familiarity with higher education organizational structures and academic policies.
- Ability to deal effectively with a wide variety of individuals within and outside of the College.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.

