



Job Classification Description

**ASSOCIATE REGISTRAR - LSC
VSC – UP PAT BARGAINING UNIT**

**GRADE 11
EXEMPT**

BASIC FUNCTION

To support the academic functions of the college by coordinating and overseeing several specialized functions of the Registrar's Office. Assist the Registrar with aspects of planning and office management. Responsibilities include researching and supply needed information to students, staff, faculty and the administration. Included is support for NCAA athletics and facilitation for the celebration of students' commencement.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Schedule course sections, conferring regularly with Academic Deans, Department Chairpersons, Registrar and other college personnel to coordinate schedules, investigate and resolve problems.
- Generate various reports including days/times reports, instructor load reports, low enrollment reports; section availability reports and room utilization reports using tools such as Colleague, Excel and FileMaker Pro.
- Work with College Athletic Director, coaches and student athletes to confirm athletic eligibility; assist with NCAA compliance-related tasks; perform periodic verifications for scholarships or non-NCAA Teams.
- Generate reports as requested by the Academic Dean including efficiency reports; distribution of classes/enrollment reports; Fact Book reports and other reports related to enrollment and student and faculty records.
- Work with Registrar, Degree Auditor, Commencement Committee and Academic Deans on planning and set up for December and May commencement ceremonies. Attend Committee meetings, assist with rehearsals and provide materials as needed.
- Assist with degree audits and graduation verifications.
- Assist with large group registrations, including day-long registration events.
- Participate and plan Center for Schools registrations. Maintain course section listings; enter sections into Colleague; enter "Incomplete" grades and produce section rosters for billing and grading purposes.
- Generate, maintain and verify various reports on Faculty workload working with Associate Academic Deans, Academic Deans, department chairpersons and Administrative Assistants.
- Maintain consortium agreements and foreign study files including contracts, prior approvals, student schedules, grades, and individual transcripts.
- Confer frequently with supervisor and other college personnel to plan and coordinate activities/systems, exchange information, investigate and resolve problems.

- Serve on college and system-wide committees as requested.
- Assist with a variety of general administrative functions, such as design of forms and letters and updating college publications.
- Develop, evaluate and modify internal operating policies and procedures.
- Interpret standard policies and investigate and resolve problems, referring unusual situations to Registrar.
- Assist other staff with difficult or unusual tasks and resolve problems as needed.
- Assist in interviewing, hiring and training new employees.
- Keep abreast of current developments in higher education policies and procedures.
- Perform other duties as assigned.

SUPERVISION EXERCISED

Functional supervision of 3 – 4 administrative support employees.

SUPERVISION RECEIVED

Direct supervision is received from the Registrar.

MINIMUM QUALIFICATIONS

Bachelor's degree in appropriate discipline, plus five or more years of relevant records administration experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Good organizational, administrative, supervisory skills.
- Strong skills in administering complex record systems, including some experience with computerized information systems, previous Registrar's Office experience desirable.
- Excellent analytical skills.
- Ability to deal effectively with a wide variety of individuals including students, parents, College personnel and outside agencies/organizations.

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.