
Auburn University Job Description

Job Title: **University Registrar**

Job Family: No Family

Job Code: **AD04**

Grade 37: \$67,300 - \$112,100

FLSA status: Exempt

Job Summary

Coordinates the planning and operations of the Office of the Registrar to include all unit functions related to registration, records maintenance, graduation, athletics certification, residency, academic action, academic appeals and re-admission.

Essential Functions

1. Develops planning, control, and evaluation procedures to ensure smooth operations of the office.
2. Coordinates operations related to the Office of the Registrar with individuals, committees and departments across the campus and the broader community.
3. Develops and administers the budget for the Office of the Registrar.
4. Responsible for gathering, recording, maintaining and analyzing data for reporting, evaluating, and planning purposes.
5. Assists students, parents, alumni, faculty, staff, and community with admissions and records related issues.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Education, Management, Communications, Counseling, Public/Business Administration or related field
Experience (yrs.)	7	Experience in management of university registration and records processes, and academic business procedures

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of state and federal laws and policies as related to residency requirement and records retention to include Family Educational Rights and Privacy Act (FERPA).

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands.

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/7/2011
