
Auburn University Job Description

Job Title:	University Registrar	Job Family:	No Family
Job Code:	AD04	Grade 40:	\$104,500 - \$174,200
FLSA status:	Exempt		

Job Summary

Under general direction by the Provost & VP of Academic Affairs, plans, directs, and administers the operations of the Office of the Registrar in support of the University's strategic mission, vision, and goals. Develops and implements goals, objectives, strategies, policies, rules, and operational procedures related to academic records, student academic preparedness and evaluation, registration, permanent record maintenance, enrollment, transfers, grading, graduation, degree conferment, residency, NCAA regulations, and other related functions.

Essential Functions

1. Serves as the official student data custodian and is accountable for ensuring the accuracy and integrity of all academic student records in compliance with all state and federal reporting and records maintenance guidelines. Includes all historical documents and current records captured in the Banner Student Information System.
 2. Serves as the University FERPA Officer. Reviews regulations and laws concerning student privacy and accessibility and reviews contracts to ensure the support and maintenance of Auburn policy and practice.
 3. Maintains academic policies and regulations mandated by the University's accreditation agency, Southern Association of Schools and Colleges (SACS). Works closely with academic and administrative entities to develop policies and is responsible for continuously reviewing academic policies to ensure academic integrity is upheld.
 4. Maintains effective facilities, equipment, materials, and technology to support existing and emerging programs in all areas of oversight. Consults and coordinates with IT to define system requirements and needs and to ensure appropriate upgrades of technology to support department functions. Directs the implementation of new and revised information systems as required.
 5. Develops and administers departmental operating budgets. Reviews financial reports and makes recommendations concerning future budget needs. Confirms revenue generation by overseeing the fees associated with drop dates, official transcripts, and letters of verification.
 6. Responsible for establishing and setting academic calendar dates for the term and overseeing all associated processes to include compliance to federal reporting dates, building courses, scheduling facilities, issuing time tickets, and ensuring quality control.
 7. Oversees all functions and processes associated with graduation including the graduation commencement ceremony, the submission of applications for graduation, and the issuance of all degrees by the University. Oversees and manages end-of-semester duties and the submission of final grades.
 8. Oversees initiatives and programs utilized for student academic pursuits such as Tiger Scheduler and Degree Works, among others. Responsible for developing, maintaining, and ensuring regulatory compliance for third party curriculum delivery through various University programs including Auburn Global, Auburn Abroad and Exchange, and online distance learning.
 9. Coordinates operations related to the Office of the Registrar by serving on various committees across the University. Serves as Chair of the Residency Appeals Committee and Chair of the Academic Appeals Committee.
 10. Provides leadership for all aspects of personnel management. Ensures the effective on-boarding of
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employees including hiring, orientation, training, mentoring, supervising, evaluating, and supporting ongoing professional development to promote well-informed and motivated staff and excellent customer service at all levels.

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	Master's Degree	Degree in Education, Business Management, Engineering, Public/Business Administration or related field.
Experience (yrs.)	8	Eight (8) years' experience in the management of registration or other academic data/reporting processes, records/data processes, and academic business/research procedures at a four-year, accredited institute of higher education. At least 4 years' supervisory experience.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Expert knowledge of FERPA regulations, and/or NCAA compliance regulations, and/or residency qualifying rules and policies.

Knowledge of federal, state, and higher education accreditation agencies' policies, procedures, and best practices.

Required Skills: effective written, oral, listening, and customer service skills. Strong attention to detail.

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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, and lifting up to 50 pounds.

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

Date: 5/23/2018
