
Auburn University Job Description

Job Title:	Associate Registrar	Job Family:	No Family
Job Code:	AD32	Grade 33:	\$39,300 - \$65,500
FLSA status:	Exempt		

Job Summary

Oversees and coordinates day-to-day activities and functions of assigned operations, including both technical and management oversight of assigned areas.

Essential Functions

1. Directs the collection, recording, and dissemination of grades, assists with academic catalog, works collaboratively with the academic and administrative communities, and creates, modifies, and administers policies and procedures related to student registration.
2. Manages and supervises the facilities scheduling team, Degree Works team and the transcript processing team.
3. Communicates University policies and procedures relating to functions of the Office of the Registrar in abidance to Alabama legislation, FERPA guidelines and interpretations, and accreditation agencies; maintains knowledge and stays abreast of changes in University policies, regulations, procedures, and curriculum.
4. Responds to requests from faculty, administration, students, parents, and others for information regarding a wide variety of grading and registration challenges; analyzes, troubleshoots, and resolves conflicts with scheduling and registration data.
5. Assists in the planning, development, and execution of strategies and services; performs selected duties of the University Registrar in his/her absence including, but not limited to, representation on committees, attend meetings, and giving formal presentations.
6. Supports facility/class scheduling and management, ensuring optimum use of classrooms for course delivery.
7. Evaluates and reviews all third party vendors utilizing any facet or extraction from the Student Information System (BANNER) to ensure compliance with data policies and procedures.
8. Develops and maintains calendar to ensure timely reporting throughout the year; processes and reviews reports to maintain accurate record security issues.
9. Interprets, implements and communicates Data Compliance policies and procedures to all teams within the Office of the Registrar.
10. Creates assessment techniques for determining effectiveness of the information security process.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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 Information Technology, Computer Science, Education, Liberal Arts, or related field
Experience (yrs.)	3	Experience in higher education administration and university registration and Student Information Systems

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 federal, state, and higher education accreditation agencies policies and procedures. Computerized information and database systems.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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, .

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 10/8/2015
