

---

## Auburn University Job Description

Job Title:	<b>Assistant Registrar</b>	Job Family:	No Family
Job Code:	<b>AD31</b>	Grade 32:	\$35,000 - \$58,400
FLSA status:	Exempt		

---

### Job Summary

Administers technical and management oversight and support to assigned operations within the Office of the Registrar.

### Essential Functions

1. Assists with academic catalog, works collaboratively with the academic and administrative communities, creates, modifies, and administers policies and procedures related to articulation of transfer credit; works closely with the University Curriculum Committee and Academic Advisors.
2. Oversees and supervises transcript and evaluation area.
3. Oversees processes for degree audit, transfer credit articulation, and transcripts.
4. Updates CAPP in the Student Information System and continually monitors changes in curriculums across the university to ensure degree audit accuracy in the system.
5. 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.
6. Communicates University policies and procedures relating to functions of the Office of the Registrar in accordance to Alabama legislation, FERPA guidelines and interpretation, and accreditation agencies; maintains knowledge and stays abreast of changes in University policies, regulations, procedures, and curriculum.
7. Supports facility/class scheduling and management, ensuring optimum use of classrooms for course delivery.
8. 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.

### 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.*

---

---

## Auburn University Job Description

---

### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Education, Liberal Arts, or related field
<b>Experience (yrs.)</b>	2	Experience in higher education administration and university registration and records processes

#### 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.

#### 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: 10/27/2010

---