
Auburn University Job Description

Job Title: **Associate Registrar**

Job Family: No Family

Job Code: **AD32**

Grade SR12 \$60,900 - \$109,600

FLSA status: Exempt

Job Summary

Under general direction of the University Registrar, oversees the daily operations of the Office of the Registrar including, but not limited to, all student registration processes, academic honesty violations, transcript functions, class scheduling, and graduation. Primarily responsible and accountable for the security and integrity of all electronic student records which exist within the Banner Student Information System.

Essential Functions

1. Collaborates with the University Registrar, Associate Registrars, Assistant Registrars, and other critically involved parties to ensure academic integrity is upheld. Recommends changes and/or updates to University policy and develops and implements initiatives and programs utilized for student academic pursuits.
2. Acts as campus liaison for the Office of the Registrar and is responsible for communicating University policies and procedures as they relate to the functions and operations of the Office of the Registrar in accordance with current Alabama legislation and FERPA guidelines. Responsible for maintaining expansive knowledge of any modification in University policies, regulations, procedures, and curriculum and must ensure adherence to stated doctrines by all University parties.
3. Oversees all Office of the Registrar registration responsibilities including, but not limited to, Degree Works, and Astra Scheduling. Manages and supervises a team of professionally-skilled individuals responsible for all University registration and graduation functions.
4. Responsible for the processes related to student registration, student matriculation, and academic standing.
5. May support processes relating to NCAA compliance, transcript processing, transfer articulation, pathway programs and any other student service related processes required of the Registrar's office.
6. Evaluates and reviews all third party vendors utilizing any integration with or extraction from the Banner Student Information System to ensure compliance with data policies and procedures and to ensure the integrity of the University's academic student records is upheld.
7. May act as the steward of instructional spaces to ensure the optimum use of classroom and other instructional spaces for course delivery. Supports facility/class scheduling and management.
8. May conduct training on data governance and data integrity to various entities across campus. Speaks with knowledge and credibility to various entities and individuals of all levels across the University regarding data security and the integrity of student records.
9. Actively seeks technological solutions to further student success, goals, and initiatives.
10. Supervises Office of the Registrar staff and resources. Responsible for appraising performance, making salary recommendations, and ensuring that the training and development needs of staff are met.
11. Performs selected duties of the University Registrar in his/her absence including, but not limited to, representation on committees, attending meetings, and giving formal presentations.

Supervisory Responsibility

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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	Master's Degree	Degree in Information Technology, Computer Science, Education, Higher Education, or related field.
Experience (yrs.)	6	Experience in higher education administration, university registration, and student information systems. Progressively responsible experience in administering student services and operations in a Registrars Office at a four-year college/university. At least 3 years' experience hiring, developing, supervising, and evaluating professional staff.

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 computerized information and database systems. Knowledge of federal, state, and higher education accreditation agencies' policies and procedures.

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

Certification or Licensure Requirements

GIAC Security Leadership Certification (GSLC) desired.

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, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

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

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

Date: 11/10/2022
