



**DATE ISSUED:** 11/14  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Assistant Registrar

### **JOB SUMMARY**

Performs responsible administrative work in overseeing the key areas of residency, registration, enrollment certification, roster verification, grading and student information changes. Work is performed under limited supervision with evaluation based on overall effectiveness and accomplishment of assigned goals and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Registrar

*Supervises:* Senior Registration Analyst and Registration Processing Specialist I

### **ESSENTIAL DUTIES** - *May include, but not limited to the following:*

- Provides residency evaluation and counseling.
- Prepares and submits enrollment and degree reports to the National Student Clearinghouse.
- Supervises various registration processes, which include adds, drops, reinstatements, and withdrawals.
- Assists with managing commencement ceremonies.
- Oversees grade reporting and grade changes.
- Oversees course roster verifications.
- Oversees enrollment certifications.
- Oversees Tuition Rebate and B-On-Time Loan certifications.
- Oversees data entry of Independent Study, Special Topics and Study Abroad courses.
- Oversees Student Information Changes.
- Assists with the course section enrollment changes as needed by departments.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the

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performance evaluation system and in accordance with the University Policies & Procedures.

### **ADDITIONAL DUTIES**

- Assists with academic calendar planning.
- Assists with staff scheduling and coverage of front counter and phones.
- Assists with training staff, not just direct subordinates.
- Assists the Registrar with providing training and guidance to the University community.
- Assists the Registrar with Problem Resolution Requests and appeals.
- Performs other duties as requested.

### **EDUCATION**

Bachelor's degree required.

### **EXPERIENCE**

Three years of experience in a university registrar's office, or equivalent combination of education and experience. Knowledge and understanding of Federal student privacy laws and State and Institutional regulations. Prior registration management operations experience in higher education preferred. Supervisory experience preferred.

### **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Knowledge of higher education procedures and good practices.
- Knowledge and understanding of Federal student privacy laws.
- Knowledge and understanding of State and Institutional regulations impacting policy and procedures.
- Knowledge of Registrar's Office processes and best practices.
- Experience and competence with student records systems.
- Ability to manage and train staff according to the standards of TWU and the Registrar's Office. Ability to analyze and evaluate processes and provide recommendations for improvement or correction.
- Working knowledge of office practices and methods.

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- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Working knowledge of office practices and methods.
- Ability to use a personal computer and other office equipment, including related university software and email.

### ***PHYSICAL DEMANDS***

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

### ***WORK ENVIRONMENT***

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

### ***SAFETY***

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***