



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

JOB DESCRIPTION

TITLE

Associate Registrar

JOB SUMMARY

Performs responsible administrative work in overseeing the key areas of transcripts, graduation application process, DARS, athletic academic certifications, degrees, scanning/imaging and communications. Work is performed under general supervision and performance 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, Registration Processing Specialist I, and Student Assistants

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

- Supervises official transcript production, including content, ordering, and final production.
- Oversees and manages the graduation application process.
- Assists with managing commencement ceremonies.
- Evaluates degree audits for graduating students and communication ineligibility.
- Posts all undergraduate degrees upon completion of degree audit evaluation.
- Post all graduate degrees and certificates received from the Graduate School.
- Oversees and manages degree audit system access, training and coordinates course substitutions.
- Coordinates Registrar's Office communications to students.
- Assists the Registrar on systems analysis and technical projects.
- Helps provide FERPA training and guidance to internal and external constituencies.
- Oversees dual credit registration.
- Oversees athletic certification for all TWU student athletes.

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- Supervises the maintenance and retention of academic records including the imaging system.
- Represents Registrar's Office at Freshman, Transfer, and Parent Orientations.
- Represents Registrar's Office on various university committees
- Backs up the Registrar on system control access approvals.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Assists with evaluating Academic Standing of undergraduate students.
- Assists with student academic program changes.
- Assists with academic calendar planning.
- Assists with front counter and phones when needed.
- Assists with training staff, not just direct subordinates.
- Performs other duties as requested.

EDUCATION

Bachelor's degree required.

EXPERIENCE

Five years of experience in a university registrar's office, or equivalent combination of education and experience. Supervisory experience required. Knowledge and understanding of Federal student privacy laws and State and Institutional regulations. Experience with student records systems, degree audit and imaging systems.

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.

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- Knowledge of Registrar's Office processes and best practices.
- Experience and competence with student records systems, including degree audit systems and imaging 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.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- 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.
- 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

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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.

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.