Family: Student Services  
Level: AM1  
Position Profile Title: Administrator 1-Registrar  
Salary Grade: 9  
Salary Range:  
  Minimum: $ 97,476.00  
  Midpoint: $134,004.00  
  Maximum: $170,520.00

PROFILE SUMMARY: 
Positions in this job profile are responsible for the oversight and management of student records and university registration functions, including the creation, maintenance and long term retention of student academic records, schedule of classes and classrooms, processing of student grades and certification of enrollment, monitoring of student academic standing and degree progress, and enforcement of all academic regulations. They serve as the university data custodian for all student data, maintain compliance of federal and state regulations related to the protection of student data, oversee the integrity of all degrees awarded by the institution, and manage the classroom scheduling process including long-term planning for buildings with classrooms.

DISTINGUISHING CHARACTERISTICS:  
The distinguishing characteristics of the Administrator 1-Registrar profile are the oversight and management of the overall operations of University Registrar’s Office. Positions have overall strategic and fiscal responsibilities for university wide registration and student records, a subset of the Enrollment Management Division and supervise other managers that carry out the strategic plan in functional areas. They participate on the leadership team for the division, participating in the division strategy, mission and budget.

PRIMARY POSITION RESPONSIBILITIES:  
1. Develops, implements, and assesses short- and long term plans, oversees all records processes and procedures, and develops and executes campus procedures and policies related to registration, ensuring security and integrity of academic records.  
2. Represents the Registrar’s Office to the wider university and community by offering expertise on all Registrar related matters.  
3. Supervision including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews of employees including classified and/or professional faculty.  
4. Collaborates with other administrators, student services offices, academic advisers, academic departments, and Faculty Senate representatives on issues which are related to the integration and coordination of broad enrollment related matters including contributing to the development and enforcement of academic regulations and related policies, practices.  
5. Ensures compliance with university policies, federal, state, and local statutes regarding the release of student information and the retention and security of student records, including serving as the University’s authority on FERPA compliance.  
6. Oversees all academic room scheduling, including coordination of space/room utilization, classroom fill ratios and projections to identify capacity issues in support of the enrollment plan.

PROBLEM-SOLVING AND DECISION-MAKING:  
Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have significant, broad implications for the management and operations of a division/entire organization; contributes to decisions on the overall strategy and direction of the entire organization.
Family: Student Services
Level: AM1
Position Profile Title: Administrator 1-Registrar
Salary Grade: 9
Salary Range:
- Minimum: $97,476.00
- Midpoint: $134,004.00
- Maximum: $170,520.00

Decisions impact:
- Entire University
- Functions across the University
- Department
- Direct team
- Donors and Alumni
- Student/Parents
- Other External Agencies and Institutions

ACCOUNTABILITY:
Results are defined by university and division mission, vision and strategies; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction. Typically reports to a Vice Provost, Vice President, Assistant/Associate Vice President, Dean, or other senior level administrator.

Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Responsible for hiring, terminating, training and developing, responding to grievances, reviewing performance, and administering corrective action for staff. Plans organizational structure and job content.

Develops and approves program budget and exceptions to program budget. Assists in the development of the division/college/overall organization

RELATIONSHIPS WITH OTHERS:
Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:
- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

TYPICAL REQUIREMENTS:
Master’s degree in Business Administration, College Student Services Administration, or related field.

10 years of experience managing college admissions and/or registrar’s offices including management responsibilities
Family: Student Services
Level: AM1
Position Profile Title: Administrator 1-Registrar
Salary Grade: 9
Salary Range:
  Minimum: $ 97,476.00
  Midpoint: $134,004.00
  Maximum: $170,520.00

DISCLAIMER:
The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.