

University of Houston – Clear Lake

Position Description

Job Title: **Registrar/Director of Academic Records**

Job Code: **2840**

Pay Grade: **060** FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree required.	
Experience	Five years experience as an Assistant or Associate Director, Director or Registrar with extensive management and/or administrative experience in a university academic records/registration setting.	Knowledge of PeopleSoft Student Administration System is a plus.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Responsible for managing information flows and processes in the Office of the Registrar, including reimbursement issues and refunds. Performs all duties with minimal supervision and has approval for signature capability. Supervises the areas of records, registration and graduation. Oversees the Student Information System including electronic, voice response data systems and web registration systems. Liaisons with the computing center, internal university departments and external data agencies. Maintains the master course inventory. Works with OIE to submit CB reporting to the State. Serves as the Custodian of Records for all academic historical records. Budget responsibilities that include the management of approximately four cost centers totalling over \$800,000 dollars, decisions on the distribution of funds and accountability of cost centers.

Duties and responsibilities	% Time
Oversees student information system (PeopleSoft) as it pertains to student records and registration, determines development and maintenance needs, coordinates priorities and testing schedule with UHCL's Functional Analyst, and approves changes. Produces ad hoc and standing reports; oversees cleanup of data for CB reporting; insures data integrity.	25
Supervises the staff and oversees work flow in the areas of records, registration, and graduation; evaluates processes and implements efficiencies; hires staff; performs performance assessments.	25
Maintains understanding of CB requirements for CB reports, courses, degrees and scheduling. Maintains the master course inventory including degree and major code data; maintains course fee information, coordinates course and fee data with the provost's office and schools. Maintains current documentation on all processes; updates office policies and procedures related to areas of responsibility. Prepare annual plan, annual report and monthly reports as needed.	20
Participates in the crafting and implementation of enrollment management strategies aimed at achieving enrollment targets. Serves as a member of the Enrollment Management Team working with the Director of Admissions, Director of Financial Aid, Director of Cash and Collections, Dean of Students and SAC personnel to resolve operational issues that allow the university to maximize enrollment.	15

Budget responsibilities that include the management of approximately four cost centers totalling over \$800,000 dollars, decisions on the distribution of funds and accountability of cost centers. Other duties as assigned.	15
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This position description describes the general qualifications, duties and responsibilities of work being performed.