

University of Houston – Clear Lake

Position Description

Job Title: **Assistant Registrar, Records**

Job Code: **2839**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree or equivalent combination of education and experience.	
Experience	Three years experience.	Two years experience in a university environment preferred. Records/registration experience preferred.
License/Certification		

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

POSITION SUMMARY

The Assistant Registrar - Records Processing is responsible for overseeing the accuracy of the student record, the registration process, grades process, production of the class schedule, and design and production of registration and records-related forms. Drafts the registration notice and develops the registration worksheet. Oversees the graduation functions within the Office of Academic Records. Supervises five full time staff, and workstudy/temporary staff in area; monitors the functions of the office that report to these staff. Documents policies and procedures; makes recommendations for improvements in the functions or processes of the office; maintains the confidentiality of student records.

Duties and responsibilities

% Time

Supervises the registration process across the university; registration notices, instructions and worksheet, registration training, registration reports, supervising registration help lines, monitoring and troubleshooting voice response system. Liaison with Distance Education Office. Makes recommendations for modifications and enhancements to the student information and registration system; participates in testing programming changes.	40
Supervises the processing of updates to the student record, grades, and course schedule. Oversees the processing of loan deferments and verifications of enrollment and the graduation functions in the office. Assists in the functions of the commencement ceremony. Participates in the development of operations calendar and oversees the work of staff to insure that schedules and deadlines are met. Resolve student problems related to registration, grade, graduation and records discrepancies.	30
Supervises five full time staff - four records clerks and one records associate and work study students and temporary employees in the records area. Interviews and makes recommendations to hire, provides training, monitors functions of each area and makes recommendations for improvements as needed. Performs evaluations; assists in the development of annual goals and evaluates progress toward those goals.	15
Maintains security and confidentiality of academic and biographical data on matriculated students. Proposes, interprets and enacts security policies. Designs and implements security procedures.	15

Maintains good working relations with all other university offices. Maintains good public relations with students, faculty, alumni, parents and the general public. Assists in the development, writing and updating of policies and procedures of the Registrar's Office. Supports residency decisions. Assists the Registrar with other functions as needed. Maintains a working knowledge of FERPA, directory information and the Texas Open Records Act.	
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This position description describes the general qualifications, duties and responsibilities of work being performed.