University of Houston – Clear Lake
Position Description

Job Title: **Associate Registrar, Academic Records**

Job Code: **2837**   Pay Grade: **040**   FSLA: **EX**

Location: **UHCL**   Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree	Master's degree
Experience	Five years higher education administration experience to include four years specifically in a registrar's office. Four years experience supervising staff.	Experience with PeopleSoft is highly desirable.
License/Certification		

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

POSITION SUMMARY

The Associate Registrar is responsible for managing essential Registrar functions; oversee the work of all professional, and support staff involved in the various functions. Responsible for ensuring the integrity, testing, security, maintenance and access to permanent academic/administrative records and manage the issuance of official documents. Responsible for the coordination of student information system set-up and operations and production of daily and cyclical processes. Coordinates training, testing, and upgrade of student information system. Oversees the Degree Progress Report and transcript functions within the Office of Academic Records. Supervise two full-time staff, and monitors the functions of the office that report to these staff. Document policies and procedures, make recommendations for improvements in the functions or processes of the office; maintains the confidentiality of student records.

Duties and responsibilities	% Time
Supervises two full-time staff (one professional – coordinator and one transcript clerk). Interviews and make recommendations to hire, provides training, monitors functions of each area, perform evaluations, and assist in the development of annual goals and evaluates progress toward those goals.	25
Coordinate and manage the operational data systems requirement of the Office of the Registrar and assist in the major department functions of registration. Assist with testing, training and documentation of the student information system; assist with developing and maintaining the degree audit profiles for the academic advising module.	20
Oversee scanning of archived documents, E-cabinet security, and initiate census clean-up for records area at the end of the registration each semester. Coordinate and support the residency process for continuing students. Assist the Registrar with other functions as needed.	20
Maintains security and confidentiality of academic and biological data on matriculated students. Proposed, interprets and enacts security policies. Designs and implements security procedures. Maintains good working relations with all other university offices. Maintains good public relations with students, faculty, alumni, parents cand the general public. Assists in the development, writing and updating of policies and procedures of the Registrar's Office.	15

Maintain a working knowledge of FERPA (Family Education Rights and Privacy Act), the Buckley Amendment to FERPA, directory information and the Texas Open Records Act as they relate to student records.	10
Makes recommendations for modifications and enhancements to the student information system; helps to coordinate and validate system testing; helps to coordinate upgrade testing, patch set installations and programming changes.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.