

**JOB INFORMATION**

Effective Date	2/15/2022
Job Code:	2841
Job Title:	Asst Registrar-Reg/Records
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Enrollment Management
Job Family:	Registration/Records
Job Summary	The Assistant Registrar is responsible for daily processes that support Registrar student, faculty, and staff support operations including: student appeals, transcript processing, excess hours, tuition rebate, enrollment reporting, graduation, academic records updates, and communication processing. Acts as front line support to staff and students with questions regarding daily processing within the Office of the Registrar including E-services, wait listing, and enrollment procedures. Ensures front facing Registration communications, publications and websites reflect current policies and practices. Tests processing procedures related to assigned areas, provides training as needed, and ensures appropriate documentation remains current.

**COMPETENCIES**

## Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

## Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	Degree from a regionally accredited, non-profit institution of higher education.	Required	or
Master's Degree	Degree from a regionally accredited, non-profit institution of higher education.	Preferred	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Some	Minimum three years of experience working in an Office of the Registrar at an institution of higher education.	Required	and
Some	Experience supervising staff in a Records Office, evaluating and resolving student issues.	Preferred	and

## Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Experience using PeopleSoft and experience with National Student Clearinghouse enrollment reporting.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
• Must have advanced computer skills including ability to understand database tables, setup, workflow, data flow, and Microsoft Office tools.	Skilled
• Ability to prioritize a heavy workload including multiple projects at the same time and meet established deadlines.	Skilled
• Must be detail oriented and able to establish procedures leading to consistent accuracy of work.	Skilled
• Must have strong written and oral communication skills for purposes of documentation, training, and adherence to policy with external and internal contacts.	Proficient
• Must have ability to learn quickly and adapt to change.	Skilled
• Problem solving skills to help resolve student issues as well as the ability to facilitate identifying technical solutions to business procedural issues.	Proficient
• Excellent interpersonal skills.	Skilled
• Ability to write and understand queries.	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority ☒

Remote Work Capable ☐

## Essential Functions

Essential Function	% TIME
• Interacts with students on a daily basis within the Registrar's Office, including but not limited to: registration, student appeals, communications, transcripts, enrollment reporting. Acts as back up to registration set up, post census processing, and grade reporting.	50%
• Provides first level technical support for processing problems, training, and documentation. Including student/faculty E-services, and wait listing documentation.	20%
• Assists with testing of processes for patches and fixes or any other implementations involving the Office of the Registrar.	10%
• Assists with the execution of two commencement ceremonies per year.	10%
• Maintains a working knowledge of FERPA (Family Education Rights and Privacy Act), the Buckley Amendment to FERPA, directory information, and the Texas Open Records Act.	5%
• Performs other related duties as assigned.	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No

Pulmonary Function Test:	No
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## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description
0%	