

JOB INFORMATION

Effective Date	2/8/2022
Job Code:	2840
Job Title:	Registrar
Salary Grade/Structure:	080 - 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 Registrar is responsible for managing information flows and processes in the Office of the Registrar, including reimbursement issues and refunds. The Registrar is expected to help craft and implement strategies in keeping with university strategic enrollment management goals that maximize student enrollment. Maintains the master course inventory. Serves as the Custodian of Records for all academic historical records. Budget responsibilities that include the management of several cost centers and makes decisions on the distribution of funds and accountability of cost centers.

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		Required	
Master's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	Experience as an Assistant/Associate Director, Director or Registrar with extensive management and/or administrative experience in a university academic records/registration setting. Knowledge of PeopleSoft Student Administration Systems.	Required	
Considerable	Supervisory experience.	Required	

Licenses and Certifications

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

KSAs	Proficiency
<ul style="list-style-type: none"> Must possess a thorough understanding of higher education policies regarding admissions and enrollment. 	Skilled
<ul style="list-style-type: none"> Must possess strong interpersonal skills, including the ability to handle difficult situations diplomatically. Must be comfortable leading change and possess the organizational, problem-solving, and interpersonal communication skills to build consensus and advance both projects and policies. 	Skilled
<ul style="list-style-type: none"> Must be customer service oriented with excellent written and oral communication skills and ability to interact with a broad range of clientele. 	Proficient
<ul style="list-style-type: none"> Must have strong organization and time management skills, good attention to detail, be a self-starter and able to work independently with minimal supervision. Must be able to handle stress of short deadlines and heavy workload deadlines. Must be able to delegate appropriately and demonstrate accomplishments on major projects requiring innovation and creative thinking. 	Proficient
<ul style="list-style-type: none"> Must be knowledgeable and skilled in use of word processing, spreadsheets and databases. 	Skilled
<ul style="list-style-type: none"> Must have experience with student system databases and the necessary analytical skills to test changes to student systems, determine user requests for reports and other information, and to supervise and train technical staff. 	Proficient
<ul style="list-style-type: none"> Must have budget skills to manage several cost centers and make decisions on the distribution of funds. 	Skilled
<ul style="list-style-type: none"> Must maintain a strong, working knowledge of FERPA. 	Skilled

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Directing the maintenance and integrity of all enrollment, graduation, and permanent academic records of university students following professional guidelines and assuring compliance with university, state and federal requirements, rules, policies and legislation including security and FERPA. Oversees student information system as it pertains to student records, registration, graduation and degree audits, determines development and maintenance needs. 	25%
<ul style="list-style-type: none"> Provides leadership for operational, financial, personnel, and policy activities for the Office of Registrar; recruits, hires, trains, evaluates and manage department staff; generates, initiates, and implements plans and project design to support the goals of the institution; and, serves as signatory officer for student records verifications. Supervises staff, evaluates processes and works to improve efficiency. 	25%
<ul style="list-style-type: none"> Serves as a key contributor, thought leader, visionary, and steward for the design of processes, implementation of related technology, and operational support for the various university systems that support student services, as well as degree awarding, faculty grading, and room scheduling. The Registrar evaluates and assesses systems, facilitates change processes, and possesses a vision for strengthening service through the integration of best practices and ongoing investment in staff development. 	20%
<ul style="list-style-type: none"> Generates, initiates, and implements plans and project design to support the goals of the institution. Represents the Office of the Registrar in planning and development meetings with Enrollment Management, Academic Affairs, and other campus partners. 	15%
<ul style="list-style-type: none"> Develops and administers complex budgets supporting staff and department operations, budget responsibilities that include the management of several cost centers, makes decisions on the distribution of funds and accountability of cost centers. 	10%
<ul style="list-style-type: none"> Performs other related duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

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
5%	Graduation and other related student events.