AUBURN
Human Resources

University Registrar

Job Description

JOB INFORMATION

Job Code	AD04
Job Description Title	University Registrar
Pay Grade	SR16
Range Minimum	$117,870
33rd %	$153,230
Range Midpoint	$170,910
67th %	$188,590
Range Maximum	$223,950
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/11/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Registrar

JOB SUMMARY

Under general direction by the Provost & VP of Academic Affairs, plans, directs, and administers the operations of the Office of the Registrar in support of the University's strategic mission, vision, and goals. Develops and implements goals, objectives, strategies, policies, rules, and operational procedures related to academic records, student academic preparedness and evaluation, registration, permanent record maintenance, enrollment, transfers, grading, graduation, degree conferment, residency, NCAA regulations, and other related functions.

RESPONSIBILITIES

- Serves as the official student data custodian and is accountable for ensuring the accuracy and integrity of all academic student records in compliance with all state and federal reporting and records maintenance guidelines. Includes all historical documents and current records captured in the Banner Student Information System.
- Serves as the University FERPA Officer. Reviews regulations and laws concerning student privacy and accessibility and reviews contracts to ensure the support and maintenance of Auburn policy and practice.
- Maintains academic policies and regulations mandated by the University's accreditation agency, Southern Association of Schools and Colleges (SACS). Works closely with academic and administrative entities to develop policies and is responsible for continuously reviewing academic policies to ensure academic integrity is upheld.
- Maintains effective facilities, equipment, materials, and technology to support existing and emerging programs in all areas of oversight. Consults and coordinates with IT to define system requirements and needs and to ensure appropriate upgrades of technology to support department functions. Directs the implementation of new and revised information systems as required.
- Develops and administers departmental operating budgets. Reviews financial reports and makes recommendations concerning future budget needs. Confirms revenue generation by overseeing the fees associated with drop dates, official transcripts, and letters of verification.
- Responsible for establishing and setting academic calendar dates for the term and overseeing all associated processes to include compliance to federal reporting dates, building courses, scheduling facilities, issuing time tickets, and ensuring quality control.
- Oversees all functions and processes associated with graduation including the graduation commencement ceremony, the submission of applications for graduation, and the issuance of all degrees by the University. Oversees and manages end-of-semester duties and the submission of final grades.
- Oversees initiatives and programs utilized for student academic pursuits such as Tiger Scheduler and Degree Works, among others. Responsible for developing, maintaining, and ensuring regulatory compliance for third party curriculum delivery through various University programs including Auburn Global, Auburn Abroad and Exchange, and online distance learning.

RESPONSIBILITIES

- Coordinates operations related to the Office of the Registrar by serving on various committees across the University. Serves as Chair of the Residency Appeals Committee and Chair of the Academic Appeals Committee.
- Provides leadership for all aspects of personnel management. Ensures the effective on-boarding of employees including hiring, orientation, training, mentoring, supervising, evaluating, and supporting ongoing professional development to promote well-informed and motivated staff and excellent customer service at all levels.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	in Education, Business Management, Engineering, Public/Business Administration or related field.	and	8 years of	experience in the management of registration or other academic data/reporting processes, records/data processes, and academic business/research procedures at a four-year, accredited institute of higher education. At least 4 years' supervisory experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Expert knowledge of FERPA regulations, and/or NCAA compliance regulations, and/or residency qualifying rules and policies.	
Knowledge of federal, state, and higher education accreditation agencies' policies, procedures, and best practices.	
Required Skills: effective written, oral, listening, and customer service skills.	
Strong attention to detail.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	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			

Vision Requirements:

Ability to see information in print and/or electronically.