AUBURN
Human Resources

Assistant Registrar
Job Description

JOB INFORMATION

Job Code	AD31
Job Description Title	Assistant Registrar
Pay Grade	SR09
Range Minimum	$49,490
33rd %	$59,390
Range Midpoint	$64,340
67th %	$69,290
Range Maximum	$79,190
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Registrar

JOB SUMMARY

Under general direction of the University Registrar, oversees the daily operations of the Office of the Registrar including, but not limited to, student registration, residency advising, academic honesty violations, transcript functions, class scheduling, and graduation. Accountable for the security and quality control of all student records. Acts as University liaison and initial point of contact for the Office of the Registrar.

RESPONSIBILITIES

- Collaborates with University Registrar, Associate Registrars, and other critically involved parties to ensure academic integrity is upheld. Recommends changes and/or updates to University policy and develops and implements initiatives and programs utilized for student academic pursuits.
- Acts as campus liaison for the Office of the Registrar and is responsible for communicating University policies and procedures as they relate to the functions and operations of the Office of the Registrar in accordance with current Alabama legislation and FERPA guidelines. Responsible for maintaining expansive knowledge of any modification in University policies, regulations, procedures, and curriculum and must ensure adherence to stated doctrines by all University parties.
- Serves as the initial point of contact between the Office of the Registrar and various constituents including, but not limited to, students, parents, colleges, advisors, departments, and faculty. Responsible for addressing all questions and concerns regarding academic policies and ensuring constituents receive knowledgeable, personalized, and prompt responses to their inquiries.
- Assists in the planning, development, and implementation of strategies and services for delivery of quality registration and other student support services. Analyzes, troubleshoots, and resolves conflicts with scheduling and registration data.
- Collaborates with campus departments, offices, administrators, and staff in order to assist in the accomplishment of established goals and to refine processes.
- Maintains a working knowledge of current trends and develops and maintains professional contacts through memberships in professional organizations, participation in conferences, and attending various professional development and training courses.
- Supervises Office of the Registrar staff to include planning, coaching, rewarding, and recognizing. Responsible for appraising performance and ensuring that the training and development needs of staff are met.
- Performs selected duties of the University Registrar in his/her absence including, but not limited to, representation on committees, attending meetings, and giving formal presentations.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	
Bachelor's Degree	Degree in Education, Business, or related field.	and	4 years of	Progressively responsible experience in administering student services and operations in a highly automated environment at a four-year college/university.	And
Master's Degree	Master's degree preferred.	and	2 years of	At least 2 years' experience hiring, developing, supervising, and evaluating professional staff.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of federal, state, and higher education accreditation agencies' policies and procedures.	
Knowledge in data reporting, analytics, and integrity.	
Knowledge of RFP process preferred.	
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				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.