AUBURN
Human Resources

Associate Registrar

Job Description

JOB INFORMATION

Job Code	AD32
Job Description Title	Associate Registrar
Pay Grade	SR12
Range Minimum	$66,890
33rd %	$84,730
Range Midpoint	$93,640
67th %	$102,560
Range Maximum	$120,400
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, all student registration processes, academic honesty violations, transcript functions, class scheduling, and graduation. Primarily responsible and accountable for the security and integrity of all electronic student records which exist within the Banner Student Information System.

RESPONSIBILITIES

- Collaborates with the University Registrar, Associate Registrars, Assistant 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.
- Oversees all Office of the Registrar registration responsibilities including, but not limited to, Degree Works, and Astra Scheduling. Manages and supervises a team of professionally-skilled individuals responsible for all University registration and graduation functions.
- Responsible for the processes related to student registration, student matriculation, and academic standing.
- May support processes relating to NCAA compliance, transcript processing, transfer articulation, pathway programs and any other student service related processes required of the Registrar’s office.
- Evaluates and reviews all third party vendors utilizing any integration with or extraction from the Banner Student Information System to ensure compliance with data policies and procedures and to ensure the integrity of the University's academic student records is upheld.
- May act as the steward of instructional spaces to ensure the optimum use of classroom and other instructional spaces for course delivery. Supports facility/class scheduling and management.
- May conduct training on data governance and data integrity to various entities across campus. Speaks with knowledge and credibility to various entities and individuals of all levels across the University regarding data security and the integrity of student records.
- Actively seeks technological solutions to further student success, goals, and initiatives.
- Supervises Office of the Registrar staff and resources. Responsible for appraising performance, making salary recommendations, 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	
Master's Degree	Degree in Information Technology, Computer Science, Education, Higher Education, or related field.	and	6 years of	Experience in higher education administration, university registration, and student information systems. Progressively responsible experience in administering student services and operations in a Registrars Office at a four-year college/university. At least 3 years' experience hiring, developing, supervising, and evaluating professional staff.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Expert knowledge of computerized information and database systems.	
Knowledge of federal, state, and higher education accreditation agencies' policies and procedures.	
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	
	GIAC Security Leadership Certification (GSLC)	Upon Hire	Desired	

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					

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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 and distinguish colors.