AUBURN
Human Resources

Senior Associate Registrar-Ath Compliance

Job Description

JOB INFORMATION

Job Code	BB30
Job Description Title	Senior Associate Registrar-Ath Compliance
Pay Grade	SR13
Range Minimum	$76,920
33rd %	$97,430
Range Midpoint	$107,690
67th %	$117,950
Range Maximum	$138,460
Exemption Status	Exempt
Approved Date:	1/5/2026 10:15:07 AM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Registrar

JOB SUMMARY

Reporting to the University Registrar, the Senior Associate Registrar oversees the full spectrum of registrar operations, including student registration, transcript processing, classroom scheduling, academic programs and course management, compliance with NCAA and VA regulations, and residency classification. Serves as the certifying officer, ensuring that academic eligibility determinations are objective, consistent with policy, and well-documented, thereby protecting both student-athletes and the institution. Provides strategic leadership to ensure registrar operations supporting the institution's broader goals of student success, academic integrity, and efficient pathways to degree completion. Fosters strong campus partnerships, advancing process improvements, and ensuring that policies are implemented consistently to meet the needs of students, faculty, and the broader academic community.

RESPONSIBILITIES

- Oversees academic registration, graduation, degree audit, and student record management, ensuring institutional compliance and academic integrity adhering to all federal, state, and institutional policies.
- Ensure the Office of the Registrar (OTR) is effectively managing NCAA athletic eligibility, academic record oversight, and overall academic policy management in a compliance intensive environment.
- Supervises a team of registrar professionals, providing mentorship and fostering a collaborative performance driven culture, using professional development initiatives to enhance staff capabilities and ensure high levels of performance and engagement.
- Serves as campus liaison on academic policies, coordinating with colleges, IT, compliance, and senior leadership to ensure adherence to academic standards.
- Leads the planning and execution of large-scale academic operations, including student and course registration cycles, classroom scheduling, and graduation processing. Ensures accuracy, equity, and alignment with institutional policies and university’s strategic goals.
- Directs the daily operations of student records management, including transcript processing, residency classifications, and academic program and course management, with a focus on accuracy, timeliness, and compliance with state, federal, and institutional regulations.
- Oversees student service strategies, ensuring responsive and meaningful interactions with students, faculty, and campus partners on registration, records, and policy matters, while maintaining a commitment to access, consistency, and student success.
- Collaborates with senior leadership and academic departments to ensure registrar functions align with institutional goals, including responsibility for operational planning, policy interpretation, and effective use of resources to support academic priorities.
- Drives continuous improvement in registrar practices through the implementation of innovative technological solutions, streamlined business processes, and best practices in records management and academic operations.

RESPONSIBILITIES

- Oversees Banner SIS, Degree Works, Astra Scheduling, Tiger Scheduler and all OTR integrations with third-party vendors to maintain data integrity.
- Ensures OTR is effectively managed in a compliance intensive environment FERPA, VA, GLBA, and all state/federal regulations.

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 Education, Business Management, Communications, Public/Business Administration, or related field. Doctoral degree or Juris Doctorate degree preferred.	and	6 years of	Exempt-level experience in NCAA compliance. Progressively responsible experience in administering student services and operations in a highly automated environment at a four-year college/university. At least 3 years' experience hiring, developing, supervising, and evaluating managerial and professional staff.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Expert knowledge in NCAA and SEC compliance regulations.	
Knowledge of federal, state, and higher education accreditation agencies' policies and procedures and curriculum content.	
Knowledge of Family Educational Rights and Privacy Act (FERPA).	
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.