AUBURN
Human Resources

Senior Associate Registrar

Job Description

JOB INFORMATION

Job Code	CA85
Job Description Title	Senior Associate Registrar
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 3:47:40 PM

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. 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 policies are implemented consistently to meet the needs of students, faculty, and the wider 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.
- 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.
- 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, NCAA, 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 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.