
Auburn University Job Description

Job Title: **Assistant Registrar**

Job Family: No Family

Job Code: **AD31**

Grade SR09 \$45,100 - \$72,200

FLSA status: Exempt

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.

Essential Functions

1. 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.
2. 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.
3. 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.
4. 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.
5. Collaborates with campus departments, offices, administrators, and staff in order to assist in the accomplishment of established goals and to refine processes.
6. 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.
7. 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.
8. 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.

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.

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The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Education, Business, or related field. Master's degree preferred.
Experience (yrs.)	4	Progressively responsible experience in administering student services and operations in a highly automated environment at a four-year college/university. At least 2 years' experience hiring, developing, supervising, and evaluating professional staff.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires standing, walking, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/10/2022
