

**USF Job Class Description**

JOB CODE: 9414

JOB TITLE: Assist University Registrar

JOB FUNCTION: Academic &amp; Student Services

PAY PLAN: 21

CAREER BAND: F

FLSA: Exempt

Effective Date: 07/15/2019

**Job Title:** Assistant University Registrar

**Job Summary**

The Assistant University Registrar is responsible for assisting the University Registrar with the administration of student enrollment activities. Ensures the administration of quality customer-oriented services are consistent with University policies, regulatory, regional and national standards. Collaborates with others in the recommendation and implementation of continuous improvements in processes, procedures and practices for all assigned areas.

**Nature of Work**

The Assistant University Registrar typically reports to the Associate University Registrar or the University Registrar. This position will assist with developing, implementing and maintaining policies, processes and procedures for student enrollment activities following admissions. This position is differentiated from the Associate University Registrar by the limited areas of responsibility assigned to the Assistant. Positions assigned to this job class must meet the requirements for an Administrative exemption under FLSA by providing leadership on matters with regards to the policies, procedures and processes concerning registration, student records and graduation certification.

**Examples of Duties**

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this class.

- Assist with recommendation, development and implementation of university policies, processes and procedures regarding student registration and records.
- Provide input regarding improvements and enhancements to university student enrollment management system. Serve as liaison between functional and technical resources for upgrades, problem analysis, issue tracking and resolution.
- Collaborate with colleges and others to research, resolve and recommend action for problems and questions that arise concerning graduation, registration and records.
- Assist with development of policies, practices, and procedures for measurement of student academic progress toward graduation and evaluation and indoctrination of

changes made by legislative. Oversee, coordinate and report enrollment data to state and federal data banks.

- Ensure compliance with Florida Department of Education and USF Board of Trustee statutes and policies pertaining to the maintenance of student records.
- Oversee the eligibility and admissibility of non-degree seeking students. Research appropriate records to corroborate information provided by students.
- Assists with the answering of subpoenas and investigations into student records. Resolve duplicate records or multiple entries and takes appropriate action.
- Hire, manage and motivate assigned staff members, delegate responsibilities, identify training needs and evaluate performance.
- Serve on University or system wide committees and workgroups as appropriate.

**Minimum Qualification Requirements**

This position requires a Bachelor's degree from a regionally accredited institution with a minimum of four years related exempt experience, including two years of supervisory experience.