

**USF Job Class Description**

JOB CODE: 9324

JOB TITLE: Associate University Registrar

JOB FUNCTION: Academic & Student Services

PAY PLAN: 21

CAREER BAND: G

FLSA: Exempt

Effective Date: 07/15/2019

Job Title: Associate University Registrar

Job Summary

The Associate University Registrar is responsible for the planning, organizing and evaluating the daily operations of the University Registrar's office. This position administers student enrollment activities and ensures functional use of the university system enrollment management system. This position is responsible for protecting student information and providing reports concerning student enrollment.

Nature of Work

This position typically reports to the University Registrar or other academic administrator. This position is responsible for ensuring students can successfully enroll and access their information during their attendance and after graduation. This position will assist with developing, implementing and maintaining of the policies, procedures and processes for student enrollment activities following admissions. Positions assigned to this job class must meet the requirements for an Administrative exemption under FLSA by providing leadership on significant matters with regards to the policies, procedures and processes concerning student enrollment, course management, grades, records and graduation.

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.

- Recommend and participate in the development, implementation and changes to university policies, processes and procedures regarding student registration and records. Ensure changes are communicated to the University community.
- Develop, implement and maintain systems used for core business functions to include course maintenance, class scheduling, registration, grades, records, reporting and data management. Work with Information Technologies on upgrades, testing and coordinate solutions and corrective actions. Provides training on system as needed.
- Interpret and enforce academic rules and regulations, monitor academic standing, enrollment and graduation certifications, academic records, exceptions/waivers and reporting.

- Manage grade and transcript processing, coordinate academic information for graduation clearance, and compile statistical information and prepare reports.
- Coordinate the grade petition process, response to inquiries concerning academic performance and resolve problems regarding management of student records.
- Provide ad hoc and annual reporting to analyze trends, course and student enrollment and changes as needed.
- Assist the University Registrar in the development and monitoring the operating budgets.
- Ensure student information is kept confidential as per privacy acts, state, federal and USF guidelines. Work with General Counsel's office on release of requested information.
- 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 five years related exempt experience, including two years of experience managing exempt level employees.