Staff Classification Description – Assistant Registrar

Skill Category: Professional
Position (Employee) Class: 3N247 (E1)
Grade: 15
Date: 03/2015

Department: Office of the Registrar

Educational & Experience Requirement: Bachelor’s degree in related field. Four years of administrative, registrar, managerial office, experience in a college or university setting, or experience in a related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Oversees the daily operations and maintenance of academic, student, and course records in the Registrar’s Office. Manages the student information system and complementary software.

Supervision Given & Received: Works under general direction of the Associate Registrar and supervises staff.

Primary Responsibilities: Oversees the daily operations and maintenance of academic, student, and course records in the Registrar’s Office. Oversees the student records database. Identifies key issues and patterns when problems arise and looks beyond immediate problems to wider implications to resolve. Manages requests from academic colleges and departments for changes and make enhancements to the Banner system to include Meningitis, Degree Verify, English Honors, X-Grades, Degree Works, Degree Evaluations, Cognos, and Pos-Sels databases. Communicates the policies and procedures of the university effectively with the campus staff and student population. Specializes in the banner catalog, the Texas Success Initiative (TSI) law, and Registration. Ensures accuracy, integrity, and security of student records to include transcripts, making term comments, and performing and removing overrides. Applies high-level thinking and strong analytical skills to detail-oriented duties and projects. Creates and maintains academic catalog courses in Banner. Tests Banner Student Module during upgrades, new processes, and updates to coding. Communicates with students and parents regarding lacking state-mandated requirements. Provides lead TSI support to the campus advisors to include SAM Center and departmental staff. Analyzes data, evaluates, checks for accuracy, makes informed decisions, and processes corrections or updates. Designs, schedules, and leads specialized internal and external trainings. Reviews and approves documentation relating to needs specific to assigned areas. Understands department’s role in accomplishing the University’s mission. Complies with all State and University policies. Acts as liaison between department and internal or external customers. Participates in various committees, professional trainings, industry conferences, and conventions. Carries out supervisory responsibilities in accordance with the university’s objectives, policies and applicable laws. Performs other related duties as assigned.

Other Specifications: Knowledge of integrated student data management systems, strong interpersonal skills, including effective written and verbal communication skills, good organizational skills and attentiveness to detail. Strong organizational skills, strong attention to detail, and excellent multi-tasking skills. Must be a quick learner in a fast-paced office environment. Ability to convey detailed and/or important spoken instructions to others accurately and concisely. Ability to exercise independent judgment and make well-informed decisions. Attendance and involvement in other university events outside of the normal work week is occasionally required. Some travel may be required. Provides policy and procedural information to staff, faculty, and others regarding area of responsibility. Capable of maintaining confidentiality and exercising judgment. Knowledge of all Microsoft Office software and able to learn and use
institutional software systems. Able to contribute as a member of a team. Travel to Conferences.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.