

# Sam Houston State University Human Resources

---

## Staff Classification Description – Associate Registrar

---

**Skill Category:** Professional  
**Position (Employee) Class:** 3N251 (E1)  
**Grade:** 16  
**Date:** 6/2013

**Department:** Office of the Registrar

**Educational & Experience Requirement:** Bachelor's degree in related field required. Five years administrative, registrar, managerial office or related experience. Experience working in a College or University setting desirable. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Exercises independent judgment in the management of a major function in the Registrar's office.

**Supervision Given & Received:** Receives general direction. Work methods are not prescribed, but approaches to the various functions are based upon special knowledge or experience. Works independently towards general results. Supervises and coordinates the work of employees.

**Primary Responsibilities:** Responsible for all functions related to commencement, including certifying students for graduation, ordering degrees, and filing state and federal reports. Serves as manager of the Professional and Academic Center for Excellence (PACE) Degree Audit System. Oversees all course prerequisites, end of term processing, registration set-up, adds, drops and resignations, and various reports. Serves in the absence of the Registrar. Provides policy and procedural information to staff, faculty, and others regarding area of responsibility. Performs other related duties assigned.

**Other Specifications:** Maintains a professional relationship with division and department chairs, academic deans, university administrators, state agency and company representatives. Must have knowledge of office computer environments; strong interpersonal skills, including effective written and verbal communication skills; good organizational skills and attentiveness to detail.

**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.**