

Sam Houston State University Human Resources

Staff Classification Description – Registrar

Skill Category: Administrative
Position (Employee) Class: 1M220 (E1)
Grade: NC
Date: 11/2011

Department: Office of the Registrar

Educational & Experience Requirement: Bachelor's degree in Business Administration or related field required. Master's desirable. Seven (7) years registrar's experience in a college or university. Experience in student information management systems, including on-line registration, telephone registration, student records, degree audits, knowledge of Family Educational Privacy Act, state and federal reports. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Manages the daily operation of the Registrar's Office to ensure compliance with university policies/procedures, state/federal reporting guidelines, and to maintain a strong fiscal responsibility.

Supervision Given & Received: The Registrar is responsible for two (2) Assistant Registrars, four (4) Registrar Associates, one (1) Administrative Assistant, nine (9) Registrar Assistants. Receives minimum direction from the Associate Vice President for Academic Services.

Primary Responsibilities: The custodian of student academic records. Administers policies and procedures as outlined by the university. Makes final administrative decisions within the department. Consults with deans/department chairs and other administrators. Reporting officer to the Department of Education, Texas Higher Education Coordinating Board and THEA (Texas Higher Education Assessment) liaison officer to the Coordinating Board. Coordinator - Texas Department of Criminal Justice Educational Program; Administrative Coordinator - Commencement Ceremonies; Maintain Course Inventory/Curriculum Report. Controls budget and purchasing. Interviews and makes recommendations to hire all full-time personnel for the department. Directs registration activities, degree certification, veteran and athletic enrollment certification. Direct the development and implementation of new computer programs incorporating new technologies. Prepare statistical reports for state/federal agencies and university administrators. Represents the university at State and National Professional meetings. Chair - Academic Calendar Committee, Registration Committee, Information Publication Committee and serves as a member of various other committees. Sponsor/Treasurer of Alpha Chi Honor Society. Performs other related duties as assigned.

Other Specifications: Consult with administrators, students, state/federal agencies, other college/university administrators and vendors. Excellent interpersonal skills. Effective speaking and written communication skills. Proven management and organizational skills.

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.

