

Sam Houston State University Human Resources

Staff Classification Description – Registrar Associate

Skill Category: Tech/Para-Professional
Position (Employee) Class: 4N181 (N1)
Grade: 10
Date: 11/2014

Department: Office of the Registrar

Educational & Experience Requirement: Bachelor's degree in Business Administration or related area with at least one year of progressively, responsible registrar assistant or equivalent experience is required. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Responsible for one or more major administrative functions of the Registrar's Office such as, but not limited to, budget, certification, records, reports, policy interpretation and counseling students; and interprets or applies complex policies, regulations, statutes relating to a specific functional area(s) for the Office of the Registrar.

Supervision Given & Received: Works under minimum supervision from the Registrar and provides full or partial supervision to one or more employees and student employees.

Primary Responsibilities: Responsible for one or more administrative functions of the Registrar's Office, including, but not necessarily limited to degree certification, veteran certification, athletic certification, agency and board certifications, Family Education Rights and Privacy Act guidelines, grade processing, federal and state reports, publications, student records, degree plans, PACE Degree Maintenance, Degree Audit Reporting System degree audit maintenance, and committee participation. Acts as liaison between administrators, federal and state agencies, private companies and organizations and boards related to area of responsibility. Interprets policy, explains procedures, recommends, writes and implements procedural changes. Prepares routine and special correspondence. Supervises work of employees. Performs other related duties as assigned.

Other Specifications: Judgment is important in the performance of duties; decisions are made within limits, established policies, and procedures. Good written/oral communication and interpersonal skills. Good organizational skills. Able to handle multiple tasks prioritize, and meet deadlines. Proficient in the use of PC's. Must be knowledgeable of all NCAA and conference rules. Must adhere to NCAA and conference bylaws. Must be supportive of institutional compliance and academic programs. Must report all NCAA and conference violations to proper personnel.

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.