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## Staff Classification Description – Registrar Assistant II

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**Skill Category:** Clerical

**Position (Employee) Class:** 5N341 (N1)

**Grade:** 05

**Date:** 11/2014

**Department:** Office of the Registrar

**Educational & Experience Requirement:** High school graduate or G.E.D. equivalent. Minimum of three years general clerical and computer experience required. Experience in a university or college setting would be helpful. Knowledge of the Texas Success Initiative (TSI) and The Higher Education Assessment test (THEA) would be helpful but is not required. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Provides semi-complex, clerical duties for the Office of the Registrar.

**Supervision Given & Received:** Works under general supervision and may provide functional supervision or training to student or temporary employees, or assistants.

**Primary Responsibilities:** Provides information regarding academic and general university policies and procedures as they apply to student records and registration. Specific duties may include but are not necessarily limited to: supervises specific functions at registration, processes student resignations, processes grade changes and corrections to academic records. Maintains record of microfilmed reports and documents. Processes degree applications, maintains degree plans, commencement activities, enrollment and employment verifications. Assists students, former students, faculty, and staff with requests for information. Provides the university community with TSI information and support. Communicates verbally and in written form and in a concise and effective manner is necessary. Reads and translates legislative issues and documentation to effectively provide the university with accurate and up-to-date information concerning TSI. Performs other related duties as assigned.

**Other Specifications:** Ability to learn and retain information and communicate effectively. Proficient use of the English language is necessary. Ability to analyze problems and determine solutions while adhering to policies and procedures. General knowledge of office practices, equipment, and procedures. Applicant must type a minimum of 40 words per minute net score. A general knowledge of university organizational structure would be helpful. Good interpersonal skills including effective written and verbal communication 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.**