

UNION

COMMONWEALTH UNIVERSITY

Title: Associate Registrar

Department(s): Registrar

Supervisor: Registrar

FLSA Status: Exempt

Characteristics of Job:

The Associate Registrar assists the Registrar in the management of all students' academic records to include the creation, maintenance, and disposal of records in accordance with the Family Educational Rights and Privacy Act. In the absence of the Registrar, the Associate Registrar acts on behalf of the Registrar. This includes making decisions, attend meetings, and interpret policies that relate to the Registrar's Office.

Essential Responsibilities

- Maintain student records and systems with discretion and accuracy in accordance with internal policies and external regulations.
- Evaluate effectiveness of existing policies and procedures and recommend change when necessary.
- Oversee the daily operations of the Registrar's Office ensuring compliance with the University, Federal, and State laws.
- Keep informed of all changes in policies and by-laws that affect student records.
- Manage grade processing and collection, resolution of grade discrepancies, omissions, and changes, NA reporting, and other student record processes.
- Identify and gather information to resolve problems to assist current and former students, faculty, and staff.
- Assist the Registrar in training and guidance for new employees in the Registrar's Office.
- Assists with overriding prerequisites in undergraduate and graduate programs, including cancellations and withdrawals.
- Responsible for issuing official University documents such as official transcript requests, insurance forms, loan deferments, background checks, and enrollment requests.
- Maintain an up-to-date student file for all undergraduate and graduate students utilizing the Registration function in the Student Records Database.
- Assist the Registrar with completing end of the semester reports, academic probation, academic suspension, and honors reports.

- Responsible for transfer evaluations for undergraduate students, entering all transfer work for undergraduate and graduate students, and transcript processes.
- Responsible for the commencement area including undergraduate and graduate graduation degree audits, contacting the students with their audits and what they need for completion, preparing a list of graduates for faculty approval. Certify all undergraduate and graduate students have met requirements to graduate and conferring degrees.
- Responsible for leading the Office of the Registrar commencement planning and serve on the Graduation Committee. Responsible for ordering honors regalia, diploma orders, Jostens GradTrack, and undergraduate student line-up.
- Works Commencement twice (if required) a year which requires working on Saturday.
- Interacts via telephone, letter, e-mail or in person with students, faculty, and staff regarding academic policies and procedures.
- Responsible for coordinating and supervising the work schedule and responsibilities of Assistant Registrar, work study, and graduate assistants, if applicable.
- Remains current on issues related to the Registrar and participates in ongoing professional development.
- Job responsibilities include driving on college business for your department whether the frequency is daily, weekly, monthly, or occasionally.
- Other duties as assigned.

Minimum Qualifications

- Bachelor's degree required; master's degree preferred.
- Five years of prior experience working in a Registrar's Office.
- Knowledge of laws related to the Family Educational Rights and Privacy act.
- Thorough understanding of academic records confidentiality.

Required Skills

- Ability to work independently and to meet deadlines.
- Ability to maintain confidentiality a must.
- Must possess good organizational skills.
- Ability to work well with faculty, staff, students, general public, Trustees, government constituents, etc.
- Must be organized, results and detail oriented and able to work with minimal supervision.
- Develop and conduct training programs as needed.

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