

The University of Texas at San Antonio

Job Description

Job Title: Assistant Registrar
Code: 13611
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Office of the Registrar/Student Affairs
Reports To: Associate Registrar

Summary

- Function: To provide administrative and supervisory skills in the management of a specific service area within the Registrar's Office.
- Scope: Responsible for overseeing the daily operation of an assigned area within the Registrar's Office.

Duties

- Typical:
 1. Supervises staff that perform the assigned function.
 2. Maintains data validation tables and oversees the integrity of data for the functional area. Prepares information and time-tables for campus-wide distribution.
 3. Assists administrators, students, faculty, and staff with special requests and problems of a complex nature. Coordinates solutions to student issues with appropriate staff in various offices.
 4. Implements new policies/procedures for registrar activities; and coordinates with Information Technology appropriate computer support.
 5. Requests and tests student record system improvements and upgrades in support of work done in the assigned area.
 6. Trains Registrar's staff and personnel from offices throughout the campus, on use of the student information system and correct policies, procedures, and standards; prepares training materials and documentation.
 7. Perform other duties as assigned.
- Periodic:
 1. Prepares written reports for the Registrar.
 2. Oversees special projects.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Master's degree from an accredited institution.

Other Requirements

Required	Preferred
Excellent verbal and written communication skills.	Ability to implement technological advancements.
Ability to establish rapport with all faculty, staff, and students, and the ability to exercise independent judgment, discretion, and flexibility.	Knowledge of automated and worldwide web-based registration systems, voice response technology, and class scheduling.
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years of supervisory experience in business administration and/or supervision over a functional support unit.	Four years of supervisory experience.

Equipment

Required	Preferred
Personal computers, Microsoft Office, and standard office equipment.	Banner student record system.

Working Conditions

Usual	Special
General office environment. Work performed on multiple projects concurrently under pressure of rigid deadlines.	Occasional weekend and evening hours required.

Supervision

Received	Given
Determines own work methods and solves problems using knowledge and/or experience, resulting in minimal supervision while work is being performed..	Direct supervision of assigned staff.

Accuracy

Proficiency in all assigned duties.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.