

The University of Texas at San Antonio

Job Description

Job Title: Senior Registrar Officer
Code: 13666
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Office of the Registrar/VP Student Affairs
Reports To: Associate Director and/or Academic Scheduling Coordinator

Summary

- Function: Functions as the senior level position for coordinating the development, implementation and completion of all registrar programs and/or processes including special projects, activities and/or programs and services.
- Scope: Responsible for managing registrar projects, programs, services, publications, reports, as well as supervision for team members. Programs/Processes may include graduation coordination, athletic certification, veteran certification/benefits, residency certification scheduling, and academic publications. Serves as back-up for Associate Director and/or Academic Scheduling Coordinator.

Duties

- Typical:
 1. Responsible for managing and oversight of assigned registrar programs and processing areas
 2. Supervision of team members – hiring, training, performance evaluations, etc., supervises day to day activities of a team/unit including full-time and part-time staff, student employees, graduate assistants and/or interns.
 3. Acts as liaison between department and Enrollment Information Systems and may work directly with the Office of Information Technology as needed.
 4. Responsible for managing and oversight of all error reports and output reports from registrar processes.
 5. Coordinates and oversees the development of websites for all registrar programs and processes that may include the catalog website, general registrar websites and serves as the liaison with Enrollment Marketing & Communication.
 6. Coordinates and serves as primary liaison between the Office of the Registrar and outside vendors or organizations that may include the catalog content management system, National Student Loan Clearinghouse, the Texas Higher Education Coordinator board as well as internal departments including Undergraduate Admissions, Graduate Admissions, Athletics Office, Advising,

<p>Legal Counsel, Financial Aid & Scholarships, Colleges and Departments.</p> <ol style="list-style-type: none"> 7. Responsible for managing and oversight of all document intake processing including mail, imaging and indexing and appropriate distribution for financial aid and admissions paperwork received via fax, mail, drop box and counter. 8. Provides supervisory controls for risk management plans (associated with Registrar programs/processes) as well as assists Director with determining high risks and setting the risk management plan. 9. Provides data and/or reports as needed to administration 10. Participates in operational and strategic planning for team and department 11. Researches rules, regulations and peer programs and recommends, develops and implements new programs or changes to programs; interprets and maintains knowledge of current federal, state and institutional policies, procedures and regulations pertaining to Registrar 12. Works with compliance officers and administration during audits (internal and external) 13. Writes and develops policy and procedures manual for areas of oversight 14. Other duties as assigned <p>• <u>Periodic:</u></p> <ol style="list-style-type: none"> 1. Provides periodic reports as needed to leadership 2. Attends state and regional meetings/conferences as necessary 3. Participates in committees and/or task forces across campus as necessary 4. Serves as advanced trainer when needed
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Education

Required	Preferred
Bachelor’s Degree from an accredited university	Master’s Degree from an accredited university

Other Requirements

Required	Preferred
Effective written and verbal communication skills, multi-tasking skills, flexibility, and the ability to work cooperatively with others in a dynamic environment.	N/A
Ability to work independently as part of a productive team. Work on multiple tasks with numerous interruptions.	
Ability to work with sensitive information and maintain the highest level of confidentiality.	
Criminal Background Check (CBC)	

Experience

Required	Preferred
Three years of progressively responsible experience in registrar, enrollment management/services, student service with some supervisory and/or program oversight experience.	Five years of progressively responsible experience in higher education registrar.

Equipment

Required	Possible
Personal computer and standard office equipment	N/A

Working Conditions

Usual	Special
Normal office conditions. Some evening and weekend hours may be required. Occasional travel.	N/A

Supervision

Received	Given
Associate Director and/or Academic Scheduling Coordinator	Full-time and part-time staff, which may include student employees and/or interns

Accuracy

Proficiency in all phases of the duties performed.
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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.
