

The University of Texas at San Antonio

Job Description

Job Title: Registrar Officer II
Code: 13667
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Office of the Registrar/Student Affairs
Reports To: Senior Registrar Officer and/or Associate Director

Summary

- **Function:** To provide advanced skills in the administration and oversight for specific registrar programs and/or processes.
- **Scope:** Responsible for decision-making processes requiring initiative and judgment in responding to individual needs of students, for administration of one or more registrar program/process areas. This will include specializing in specific programs and developing, implementing and coordinating projects and recommendations. Areas include graduation coordination, athletic certification, veteran certification/benefits, residency certification, records processing, scheduling, and publications.

Duties

- **Typical:**
 1. May supervise Registrar Officer I and/or Enrollment Services Associate level positions and/or work-study students. This includes participating in hiring, disciplinary and performance evaluations and determining work priorities and assigning work to various staff members.
 2. Serves as primary liaison with colleges, departments and divisions regarding assigned program/process.
 3. Uses discretion and independent judgment to advise and counsel students regarding required forms, application/document processing, eligibility requirements, benefits, acceptance or denial of benefits, etc. for assigned program/process.
 4. Provides oversight and guidance to staff members for processing, reviewing, evaluating and maintaining student documentation for assigned program that may include applications, transcripts, academic documents, veteran forms, pending degree verification and miscellaneous forms to determine eligibility and/or benefits available to the student.
 5. Uses independent judgment to orchestrate and oversee events, programs, processes and publications. Guides the resolution of complex problems for

- assigned programs/processes.
6. Coordinates development and distribution of documents, requirements, general information, schedules and reports to students, parents, departments and university community for assigned program/process.
 7. Coordinates and interacts with the Texas Higher Education Coordinating Board, National Student Clearinghouse, Undergraduate Admissions, graduate Admissions, Athletics Office, Advising, Legal Counsel, Financial Aid & Scholarships, colleges and Departments on current policies, procedures, and regulations involving student eligibility, benefits, certification, scheduling, publications and reports related to assigned program/process.
 8. Researches rules, regulations and peer programs to stay abreast of and in compliance with regulations that govern all assigned programs/processes. Interprets and maintains knowledge of current federal, state and institutional policies, procedures and regulations pertaining to assigned programs/processes.
 9. In collaboration with supervisors/leadership, reviews, revises and interprets complex rules, regulations, procedures and policies related to assigned programs/processes. Provides assistance and guidance to other Registrar staff and university community to ensure that processing and scheduling activities adhere to established policies and procedures.
 10. Assists in developing and revising consumer information material, publications and brochures for currently enrolled students, prospective students and their parents, colleges, departments and the university community.
 11. Other duties assigned
- Periodic:
 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 mentor when needed

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)	
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Experience

Required	Preferred
Two years of registrar, enrollment management and/or services, administrative, student advising or related experience.	One year of higher education registrar experience
Master's Degree can substitute for one year of experience.	

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
Senior Registrar Officer and/or Associate Director	Direct and indirect supervision to staff for programs or student employees when needed.

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.
