

The University of Texas at San Antonio

Job Description

Job Title: Assistant to the Registrar
Code: 13613
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Office of the Registrar
Reports To: Assistant Vice President and University Registrar

Summary

- Function: To provide administrative assistance in the Office of the Registrar.
- Scope: Responsible for coordinating various staff activities necessary to provide efficient student services.

Duties

- Typical:
 1. Provide administrative support and advice to the Assistant Vice President, Directors, and other Registrar staff regarding rules and regulations in areas of personnel and budgets to include maintaining multiple budget accounts; and process and approve all human resource paperwork, job audit, payrolls, and security access.
 2. Provide administrative assistance to other offices of the University, outside agencies, vendors, and the general public.
 3. Coordinate and/or oversee special projects.
 4. Handle non-routine and complex questions with regard to registrar activities.
 5. Schedule and/or attend meetings, prepare agendas and distribute minutes for staff meetings.
 6. Perform other duties as assigned.
- Periodic:
 1. Supervise administrative assistant and occasional temporary employees.

Education

Required	Preferred
Bachelor's degree from an accredited college or University.	Bachelor's degree plus additional graduate work or a Master's degree.

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Five years of experience in related Registrar activities.	More than five years of experience in related Registrar activities.

Equipment

Required	Preferred
Use of personal computer, standard business productivity software, and standard office equipment.	N/A.

Working Conditions

Usual	Special
Normal office environment.	N/A

Supervision

Received	Given
General supervision and review by designated administrative officers.	General and specific supervision of assigned personnel.

Accuracy

Accuracy in all phases of the duties performed.

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.

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.
