

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/Vice President Academic Affairs
Reports To: Senior Assistant Registrar

Summary

Function:

Functions as the senior level position for coordinating the development, implementation and completion of assigned 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, residency certification, scheduling, DegreeWorks, and academic publications. Serves as back up for Senior Assistant Registrar.

Duties

Typical:

1. Responsible for managing and oversight of assigned registrar programs and processing areas.
2. Provides 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 University Technology Services 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 assigned registrar programs and processes that may include the catalog website, DegreeWorks website, general registrar websites and serves as the liaison with Enrollment Marketing and Communication.
6. Coordinates and serves as primary liaison between the Office of the Registrar and outside vendors or organizations that may include the CourseLeaf, National Student Loan Clearinghouse, the Texas Higher Education Coordinator board as well as internal departments including Undergraduate Admissions, Graduate

- Legal Counsel, Financial Aid & Scholarships, Colleges and Departments.
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 Senior Assistant Registrar 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. Performs other duties as 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 advanced trainer when needed.

Education

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

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.	Five years of progressively responsible experience in higher education registrar, enrollment management services/advising. Extensive experience with DegreeWorks.

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
General supervision from assigned supervisor.	Direct supervision of assigned staff and/or student workers.

Accuracy

Proficiency in all phases of the duties performed.

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.