

The University of Texas at San Antonio

Job Description

Job Title: Registrar Officer I
Code: 13668
Salary Grade: 57
FLSA Status: Exempt
Department/Division: Office of the Registrar/Student Affairs
Reports To: Senior Registrar and/or Associate Director

Summary

- Function: To provide professional knowledge, and expertise regarding Registrar information, processing and certification of eligibility.
- Scope: Responsible for decision-making process that requires initiative and judgment related to registrar processing and to meet needs of students and parents for assigned program/process (graduation coordination, athletic certification, veterans' certification/benefits, and residency certification).

Duties

- Typical:
 1. 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
 2. Processes, reviews and evaluates documentation for assigned program that may include applications, transcripts, academic documents, veterans' forms, pending degree verification and miscellaneous forms to determine eligibility and/or benefits available to the student.
 3. Images and indexes paperwork and maintains student files and records for assigned program/process.
 4. Uses independent judgment to resolve complex problems for assigned program/process
 5. Assists in developing and distributing documents, requirements, general information to students and/or parents for assigned program/process.
 6. Interacts with the Texas Higher Education Coordinating Board, National Student Clearinghouse, Undergraduate Admissions, Graduate Admission, Athletics Office, Advising, Legal Counsel, Financial Aid & Scholarships, College and Departments on current policies, procedures and regulations involving student eligibility, benefits and certification related to assigned program/process.
 7. Assist with gathering information and providing reports as needed to appropriate

<p>departments for assigned program/process (internal to UTSA and external that may include THECB, Veterans Administration, colleges, departments, or documentation needed for graduation ceremony, etc.).</p> <ol style="list-style-type: none"> 8. Stays abreast of and complies with regulations that govern all assigned program/process. Interprets and maintains knowledge of current federal, state and institutional policies, procedures and regulations pertaining to assigned program/process. 9. Participates in the review, and revision of policies and procedures that govern assigned program/process. 10. Other duties as assigned. <ul style="list-style-type: none"> • <u>Periodic:</u> <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
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Education

Required	Preferred
Bachelor’s Degree from accredited university	Master’s Degree from 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
<p>One year of registrar, enrollment management and/or student services, administrative, student advising or related experience.</p> <p>Two years as a student employee in one of the area’s above may substitute for one year full-time experience.</p> <p>Master’s Degree may substitute for required experience.</p>	1 year of higher education registrar 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
Registrar Officer II or Sr. Registrar Officer	N/A

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.