

**SAM HOUSTON STATE UNIVERSITY  
STAFF CLASSIFICATION DESCRIPTION**

**TITLE:** Assistant Registrar

**EEO CATEGORY:** Professional

**JOB NUMBER:** 0-2365

**STATUS/GRADE:** E-15

**DATE:** 03/2004

**DEPARTMENT:** Office of the Registrar

**EDUCATIONAL & EXPERIENCE REQUIREMENT:** Bachelor's degree in related field required. Five (5) years administrative or managerial office experience in a college or university setting; knowledge of integrated student data management systems; strong interpersonal skills, including effective written and verbal communication skills; good organizational skills and attentiveness to detail. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE & PURPOSE OF POSITION:** To exercise independent judgment in the management of a major function in the Registrar's Office. Supervise and coordinate the work of employees engaged in these activities.

**SUPERVISION GIVEN & RECEIVED:** General direction-work methods are not prescribed, but approaches to the various functions are based upon special knowledge or experience. Works independently towards general results. Provides policy and procedural information to staff, faculty, and others regarding area of responsibility.

**PRIMARY RESPONSIBILITIES:** Duties may consist of one or more major functions of the Registrar's Office including, but not limited to: all functions related to commencement, including certifying students for graduation, printing diplomas, PACE Degree Audit System, DARS Degree Audit System, and maintaining accurate student records; the registration system, including THEA compliance, publishing the Schedule of Classes, Course Inventory, classroom assignments, Veteran and athletic certification, FERPA, national Student Loan Clearinghouse, semester grade processing, IPED Reports, CBM Reports, and in-house reports. Serves in the absence of the Registrar. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Able to handle multiple tasks, prioritize, and meet deadlines. Able to consistently perform fine detail work with accuracy. Maintains a professional relationship with academic deans, department chairs, university administrators, other state agencies, and company representatives. Serves on various committees.

**THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.**