

**SAM HOUSTON STATE UNIVERSITY
STAFF CLASSIFICATION DESCRIPTION**

TITLE: Registrar

EEO CATEGORY: Administrative

JOB NUMBER: 0-2366

STATUS/GRADE: E-NC

DATE: 03/2004

DEPARTMENT: Office of the Registrar

EDUCATIONAL & EXPERIENCE REQUIREMENT: Bachelor's degree in Business Administration or related field required. Master's desirable. Seven (7) years registrar's experience in a college or university. Experience in student information management systems, including on-line registration, telephone registration, student records, degree audits, knowledge of Family Educational Privacy Act, state and federal reports. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: Manages the daily operation of the Registrar's Office to ensure compliance with university policies/procedures, state/federal reporting guidelines, and to maintain a strong fiscal responsibility.

SUPERVISION GIVEN & RECEIVED: The Registrar is responsible for two (2) Assistant Registrars, four (4) Registrar Associates, one (1) Administrative Assistant, nine (9) Registrar Assistants. Receives minimum direction from the Associate Vice President for Academic Services.

PRIMARY RESPONSIBILITIES: The custodian of student academic records. Administers policies and procedures as outlined by the university. Makes final administrative decisions within the department. Consults with deans/department chairs and other administrators. Reporting officer to the Department of Education, Texas Higher Education Coordinating Board and THEA (Texas Higher Education Assessment) liaison officer to the Coordinating Board. Coordinator - Texas Department of Criminal Justice Educational Program; Administrative Coordinator - Commencement Ceremonies; Maintain Course Inventory/Curriculum Report. Controls budget and purchasing. Interviews and makes recommendations to hire all full-time personnel for the department. Directs registration activities, degree certification, veteran and athletic enrollment certification. Direct the development and implementation of new computer programs incorporating new technologies. Prepare statistical reports for state/federal agencies and university administrators. Represents the university at State and National Professional meetings. Chair - Academic Calendar Committee, Registration Committee, Information Publication Committee and serves as a member of various other committees. Sponsor/Treasurer of Alpha Chi Honor Society. Performs other related duties as assigned.

OTHER SPECIFICATIONS: Consult with administrators, students, state/federal agencies, other college/university administrators and vendors. Excellent interpersonal skills. Effective speaking and written communication skills. Proven management and organizational skills.

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.