

**SAM HOUSTON STATE UNIVERSITY  
STAFF CLASSIFICATION DESCRIPTION**

**TITLE:** Registrar Associate

**EEO CATEGORY:** Professional

**JOB NUMBER:** 9-2362

**STATUS & GRADE:** E-10

**DATE:** 03/2004

**DEPARTMENT:** Office of the Registrar

**EDUCATIONAL & EXPERIENCE REQUIREMENT:** Bachelor's Degree in Business Administration or related area with at least one (1) year of progressively, responsible registrar assistant or equivalent experience is required. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE & PURPOSE OF POSITION:** Responsible for one or more major administrative functions of the Registrar's Office such as, but not limited to, budget, certification, records, reports, policy interpretation and counseling students; and interprets or applies complex policies, regulations, statutes relating to a specific functional area(s) for the Office of the Registrar.

**SUPERVISION GIVEN & RECEIVED:** Provides full or partial supervision to one or more employees and/or student assistants. Receives minimum supervision from the Registrar.

**PRIMARY RESPONSIBILITY:** Responsible for one or more administrative functions of the Registrar's Office, including, but not necessarily limited to degree certification, veteran certification, athletic certification, agency/board certifications, Family Education Rights and Privacy Act guidelines, grade processing, federal/state reports, publications, student records, degree plans, PACE Degree Maintenance, Degree Audit Reporting System degree audit maintenance, and committee participation. Acts as liaison between administrators, federal/state agencies, private companies and organizations/boards related to area of responsibility. Interprets policy, explains procedures, recommends, writes and implements procedural changes. Prepares routine and special correspondence. Supervises work of employees. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Judgment is important in the performance of duties; decisions are made within limits, established policies, and procedures. Good written/oral communication and interpersonal skills. Good organizational skills. Able to handle multiple tasks prioritize, and meet deadlines. Proficient in the use of PC's.

**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.**