



Job Classification Description

ASSISTANT REGISTRAR
Non- Bargaining Unit

Grade 10
Non-Exempt

BASIC FUNCTION

To assist with all facets of managing central student records and other Registrar's Office functions, with primary responsibility for daily office management and transfer evaluations.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

Manage daily Registrar's Office operations.

Supervise the daily activities of three support staff: assist in interviewing and hiring; train new employees; assign and review

Supervise and coordinate degree audits and the preparation of diplomas for graduating students.

Supervise/assist with the furnishing of official transcripts and related information to authorized persons.

Evaluate transfer credits for incoming students, including initial evaluation at time of acceptance and final reevaluation and records updating and processing at time of registration. Inform and advise current or prospective transfer students regarding transfer credit guidelines and procedures.

Confer frequently with supervisor, other administrative offices/staff, faculty, students, and parents to plan, coordinate and evaluate activities/policies/systems, exchange information, explain and interpret policies and procedures, investigate and resolve problems, and the like.

Serve on College committees as requested. Represent the Registrar's Office at various College functions.

Keep abreast of current developments in the field.

SUPERVISION RECEIVED

