

## Associate Registrar

### Function of Job:

Under general direction of Registrar or other designated supervisor, organize and supervise daily operations concerned with registration, management of undergraduate and/or graduate student academic records, records system processing and retention, and related areas.

### Characteristic Duties and Responsibilities:

1. Direct daily operations of registration, including supervision of staff and training staff on student information systems and processes.
2. Develop and maintain student academic records and files, academic data and courses, and information systems as assigned.
3. Process and/or oversee grade reports, transcripts, transfer credit analysis, and related reports.
4. Test changes in student information system; write documentation, reports, queries, and registration controls; effect curriculum changes; and review and correct data as needed.
5. Advise students concerning academic, registration, and/or records problems; work with faculty and staff to resolve issues; verify student enrollments as requested.
6. Update the academic catalogs, websites, and/or curriculum content and review for accuracy.
7. Assist in the development and implementation of registration and related policies and procedures, such as classroom assignments, late registrations, study abroad program records and registrations, and enrollment statistics.
8. Serve as institutional representative on committees/boards.
9. Assist with the development of new courses and programs as assigned.
10. Serve as liaison to Financial Aid and Bursar's Office; develop and maintain contacts with other campus offices to obtain student data and transfer information.
11. Work with faculty, students, and staff to ensure compliance with FERPA and college/university policies, regulations, and procedures.
12. Perform audits of student records and determine status for the award of degrees and certifications.
13. Assume special projects and coordinate events, such as organizing commencement, communicating with graduating students, and other arrangements as assigned.
14. Assist with budget development and monitoring of expenses.
15. Participate in institutional professional development and training.
16. Perform related duties as assigned.

### Minimum Qualifications:

1. Bachelor's degree and three years of experience in student information operation or related area.
2. Computer skills as required by department.
3. Training in FERPA.
4. Effective interpersonal and communication skills.
5. Supervisory experience.

### Additional Desirable Qualifications:

1. Master's degree.

9/14/2010  
System Approval

9/14/2010  
Effective Date

\* Revised – Original approved 7/6/82 as “Assistant Registrar” and revised 8/13/87 as “Associate Registrar”.

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.