RECORDER/ASSISTANT REGISTRAR*

Function of Job:
Under broad supervision of designated supervisor, to organize, coordinate and be responsible for all current and historical record-keeping and related student services through the use/maintenance of appropriate computer software applications and supervision of assigned support staff.

Characteristic Duties and Responsibilities:
1. Design, implement and maintain new software applications, as needed, for Registrar's office and for other academic and/or administrative offices for use in conjunction with registrar data.
2. Review and maintain all existing Registrar's office software applications.
3. Write and maintain technical documentation for all registrar (in-house written) software applications.
4. Write computer programs using appropriate software for Registrar's office and outside constituencies.
5. Hire, evaluate, supervise and assign work to assigned support staff responsible for processing and maintaining academic history files/records, updating folders, billing, furnishing transcripts, processing course registrations/withdrawals, and train them in the use of all related software applications.
6. Be responsible for grade processing/rosters and advise students, faculty and staff concerning academic record policies/procedures, student rights/rules and Buckley amendment on privacy.
7. Process information requests and prepare statistical reports, as requested, and/or assist in preparation of reports which provide required information/data for external sources.
8. Act as liaison and maintain effective working relationships with all administrative and academic offices/related committees.
9. Be responsible for maintaining, periodically revising and re-ordering all record-keeping/transcripts supplies, and for coordinating installation of any related office software.
10. Prepare and deliver informational presentations and/or group workshops in the use of Registrar office software applicants and/or other related subjects, as required.
11. Keep up-to-date on transcript/records policies and recommend procedural changes as necessary.
12. Perform other related duties as assigned.

Minimum Acceptable Qualifications:
1. Bachelor's degree and three years of experience or Associate's degree and five years of experience dealing with a computerized student records system in an academic environment.
2. Familiarity with data processing and computer software applications for a Registrar's office.
3. Effective communication and writing skills.
4. Analytical, organizational and interpersonal skills.

9/24/90_____
System Approval

9/24/90_____
Effective Date

*Revised - Original approved 9/2/76 and revised 11/17/76, 7/30/80 and 6/29/86 as "Recorder" and 12/18/87 as "Recorder/Assistant Registrar".