

## **ASSISTANT REGISTRAR**

### **GENERAL STATEMENT:**

Concept is to work with students from first-contact to graduation.

### **REPORTS TO:**

Dean of Enrollment Management

### **OCCUPATIONAL GROUP:**

Professional

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Bachelor's degree; Master's preferred.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Three years experience working with student records preferred. Prefer experience in a college setting.

#### **OTHER:**

Computer knowledge; Public-speaking skills; Ability to work with people; Overnight travel required.

### **DUTIES AND RESPONSIBILITIES:**

- Supervise office personnel in the absence of the Dean.
- Manage the local records management program.
- Evaluate incoming transcripts.
- Evaluate military transcripts.
- Assist with CBM reports.
- Assist with graduation evaluation.
- Assist with graduation preparation, rehearsal and ceremony.
- Interview and supervise student workers.
- Work with SPEEDE on sending TVCC transcripts.
- Update and manage Apply Texas.
- Other duties as assigned by appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- May be required to lift, push, or pull 25 pounds.
- Entails walking, standing, bending, reaching, and sitting for long periods.
- May be required to stand for extended periods.
- May require irregular evening and weekend hours.
- Requires overnight travel.

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*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 07/05/96*

*Revised: 12/01/11*

JD123