

ASSISTANT REGISTRAR

GENERAL STATEMENT:

Provide support to the Registrar by overseeing all duties and responsibilities related to the Registrar's Office while providing high quality service to students acquiring help with admissions, registration, and graduation.

REPORTS TO:

Associate Vice President of Enrollment Management/Registrar

OCCUPATIONAL GROUP:

Professional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree required; Master's degree preferred

EXPERIENCE:

Three (3) years' of college/university administrative experience or equivalent.

OTHER:

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

DUTIES AND RESPONSIBILITIES:

- Oversees registration services by developing and documenting policies and procedures, implementing and maintaining effective systems, and working in cooperation with the Registrar and others to ensure academic policies and procedures are enforced and proper records are maintained.
- Ensures the accuracy and security of student academic records by maintaining procedures in accordance with FERPA and standard records management.
- Assist in the development of course schedules by maintaining schedule building procedures, ensure the course database system is accurate and responsive to the needs of the college by assisting the Registrar with implementing curriculum changes, setting fees, and making other updates to the system.
- Enhance existing programs and create new programs designed to improve student success, particularly graduation and transfer rates.
- Ensures students have appropriate information needed to make informed decisions regarding registration, change of schedule, and withdrawing and that the requests are processed sensitively, accurately, and according to policy.
- Provides high quality service to campus constituencies by producing timely and accurate grade reports, transcript evaluations, verifications of student enrollments/degrees, data reports, and other student information.
- Assist with graduation audit and evaluation processes
- Serve as an official admissions and records officer of the College.
- Assist the reporting and certifying officer with state and federal reporting for the College.
- Supervise office personnel in the absence of the AVP/Registrar.
- Assist with CBM reporting.
- Assist with graduation preparation, rehearsal and ceremony.
- Update and manage Apply Texas.
- Maintain confidentiality of information.
- Work assigned schedule and comply with timekeeping policy.
- Other duties as assigned by appropriate supervisory staff.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- Requires travel to other campuses.

ASSISTANT REGISTRAR

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: 05/10/2017

Revised: 1/15/2019

JD745