

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ASSISTANT REGISTRAR

PAY GRADE: P-11

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Perform duties related to the smooth operation of the Office of Admissions and Records including maintaining records, typing, filing, and providing accurate information to students, as well as other interested persons, departmental associates, college staff, and the Registrar.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree required. Masters preferred.
2. Years of experience in field: Two years of work experience required, with academic preparation and training in student personnel services, higher education administration or a related field is preferred.
3. Special skills or abilities related to position: Strong organizational and planning skills. Establish and maintain effective working relationships with faculty, staff, students and the public. Work in a fast-paced, demanding environment. Exercise discretion and good judgment at all times and in all contexts and maintain client confidentiality. Work effectively with all constituencies of the College. Collect, organize, analyze and present legal and governmental information in a meaningful manner.

Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with state policies. Provide quality customer service by creating a welcoming and supportive environment.

ESSENTIAL JOB FUNCTIONS:

1. Receive, evaluate, process and file student records.
2. Administer Office of Admissions and Records processes and procedures.
3. Able to work a flexible schedule which may include evenings and/or weekends.
4. Be prepared to change tasks or handle other tasks that the Registrar thinks appropriate for this position and are necessary for the proper functioning of the Office of Admissions and Records or Student Affairs division.
5. Maintain statistical admissions data as required.
6. Maintain an up-to-date comprehensive knowledge of Admissions and Records programs and procedures; participate in the continual interaction with students and interested persons requesting assistance and information by mail or telephone and in person.

ESSENTIAL JOB FUNCTIONS:

7. Process residency and reclassification documents
Process all functions related to End-of-Term. To include, suspension, probation, dismissal and academic warning letters, Dean and President's list designations, and updating enrollment status.
8. Maintains grade changes and processes incoming grade reports
9. Research, evaluate and process historical student records
10. Process class load limitations, section changes and 3rd and 4th attempt petitions and necessary correspondence
11. Responsible for submission of grades to US Armed Forces
12. Work with Senior VP Office by providing student records as requested by subpoenas.
13. Process academic eligibility forms for non-collegiate activities.
14. Complete five year enrollment check
15. Responsible for the maintenance and processing of I grade contracts and updating grades
16. Assist staff from other departments with student record matters as needed
17. Provide support clarifying regulations, policies, and procedures for staff, other college personnel, student applicants, and their families.
18. In coordination with the Registrar will be oversee some functions of the day-to-day operation of the Enrollment Services Center.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as necessary)

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to type the prescribed words per minute accurately.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access input and retrieve information from a computer.
- Moderate (15 to 44 pounds) lifting and carrying.
- Walking
- Standing

ENVIRONMENTAL CONDITIONS

- Works inside in an office environment

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Office of Admissions and Records, Ocala Campus

SUPERVISOR OF POSITION: Registrar