



POSITION DESCRIPTION

TITLE: Assistant Registrar for Records
FLSA STATUS: Exempt
CATEGORY: Professional
GRADE: D

Job Summary: Manages the maintenance and security of current and former student/faculty academic and non-academic records district wide. Coordinate, review, monitor, and manage systems in support of student records/transcripts, rosters, required reports, and the district calendar.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Manage and coordinate the daily operation of the transcripts, processing, and records area. This includes the security and auditing of current and former student and faculty documents.	20%
2. Compile, prepare, edit, and submit the institutional self-report and related required reports to the State and the Texas Higher Education Coordinating Board for institutional state funding.	20%
3. Provide direct supervision of staff to include coordinating and delegating work, personal/professional development, coaching, and performance management.	20%
4. Maintain and insure accuracy of records in student information system. Coordinate information with other departments as needed. Update system tables and coordinate the report writing to meet department, district, and reporting requirements.	15%
5. Plans, develops, implements, and coordinates, manage and set time lines for the district academic calendar based on federal and state guidelines.	10%
6. Assist in the planning, design, and implementation of office operations, policies, procedures and compliance activities. Provide leadership, consultation, and assistance to staff, students, and external agencies regarding records and transcripts. Resolve discrepancies pertaining to student and instructor records.	10%
7. Perform other duties as assigned.	5%

SUPERVISORY RESPONSIBILITIES: Direct supervision of staff assigned to functional area.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree or equivalent.

EXPERIENCE: Four (4) years of related experience.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Knowledge of and ability to research complex federal and state regulatory guidance as well as college policies and procedures;
- Analytical skills and detailed oriented;
- Conflict resolution, leadership, and teambuilding skills;
- Strong interpersonal and organizational skills;
- Ability to effectively communicate both orally and written.

2. Equipment Used: Personal computer and related peripherals as well as other equipment associated with a general office environment (e.g. copier, fax, and multi-line telephone).

3. Software Used: Integrated administrative software, e.g. Apache and Banner, and a variety of a word processing, spreadsheet, database, and presentation software.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel. The employee is frequently required to walk and sit. The employee is occasionally required to stand; reach with hands and arms; talk and hear, taste or smell. The employee must occasionally lift or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and ability to adjust focus.

INTERPERSONAL SKILLS

Alternative or combined skills in understanding, negotiating, selecting, developing, and motivating people are important due to constant interaction with other people within the district and community, as well as the position's accountability for the development, motivation, assessment, and reward of employees, and to deal with irrational situations where the outcome is unpredictable.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

POSITION TITLE:	Assistant Registrar for Records
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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X

Employee Signature

Date