

	Prior 7/1/2004	After 7/1/2004
Class Code:	9324	9324
Title:	Associate Registrar	Associate Registrar
Pay Grade:	N/A	N/A
Pay Band:	N/A	Admin/Managerial
FLSA:	Exempt	Exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: Associate Registrar

Job Summary:

This is work assisting in the planning, organizing, and directing of all functional areas within the Office of the Registrar. Responsible to the University Registrar or equivalent higher-level administrator.

Example description of duties (not all inclusive):

Functions for the Registrar in his/her absence, as required. May be delegated responsibility for the overall direction and management of a specific functional area.

Assists the Registrar in providing management, administrative direction, coordination, and control of activities within the Office of the Registrar.

Develops schedules for classes and examinations, utilization and assignment of instructional space, and publication of UWF course and program catalogs.

Coordinates UWF Registrar operations with UWF colleges and schools and for inter-institutional relationships.

Prepares, interprets, and disseminates academic records for deans, faculty, students, and parents, as appropriate.

Develops programs and operating systems for improving UWF Registrar operations and oversees customer service areas.

Assists in the preparation of budgets for student record keeping activities, and statistical reports and analyses for UWF, Board of Trustees, and governmental agencies.

Reviews and implements policies, procedures, and objectives for the Office of the Registrar.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

Minimum Qualification Requirements:

Master's degree in an appropriate area of specialization and three years directly related professional work experience; or a bachelor's degree in an appropriate area of specialization and five years directly related professional work experience.