

**Sul Ross State University**  
**Position Description**

**Official Title:** University Registrar **Salary Group:** Unclassified (8) **Job Code:** 1242

**Summary**

**Function:** The University Registrar provides leadership to plan, organize, and implement all activities related to the Office of the Registrar, including serving as the official custodian of student records, in a manner consistent with the University's mission and accreditation standards.

**Scope:** This highly visible position works closely with faculty and administrators on the Alpine and Rio Grande College campuses to ensure compliance with established University policies as well as state and federal regulations as they pertain to student records and their management. The University Registrar also serves as a member or chair of various campus committees.

**Duties**

**Essential:**

- Oversees the daily operations of the Office of the Registrar, including the processing of student registration, grading, and the storage and maintenance of student academic records.
- Strategic management of registration, academic records, and graduation certification to ensure a student-centered approach in these areas.

**Specific:**

- Develops a competent, productive and effective staff by hiring, training and supervising qualified personnel.
- Facilitates the courteous, efficient and effective delivery of student academic support services such as registration, processing of grades, maintenance of student and course records, and verification of student enrollment by planning, organizing, directing, and controlling the activities of the Office of the Registrar.
- Ensures the accuracy of student academic records by contributing to the development of procedures for maintaining academic records in a student information system database and recording student grades in accordance with University policies and standard records management practices; coordinates with other academic and administrative units in the management of the student information system; and monitors and grants system access to computerized student information by authorized University personnel.
- Ensures compliance with established University policies and guidelines and generally accepted professional standards as set forth by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) regarding records, enrollment and classification of students.
- Protects the confidentiality of student academic records by enforcing the provisions of the Family Educational Rights and Privacy Act (FERPA) in the release/non-release of student information; and in association with Texas State University System legal counsel, responds to subpoenas issued to obtain student academic information; provides guidance to the campus community regarding university, state and federal policies and regulations related to confidentiality of student records;
- Ensures the physical and cyber security and integrity of academic records according to standards established by the Family Educational Rights and Privacy Act (FERPA), the Association of

Collegiate Registrars and Admissions Officers (AACRAO), and generally accepted practices of collegiate registrars.

- Produces ad hoc and standing reports as required by the Texas Higher Education Coordinating Board (THECB) and ensures data integrity for said reports; assists institutional research to furnish pertinent statistical data and supportive information as required by federal, state, and academic agencies.
- Implements appropriate processes and procedures to comply with policies and regulations; updates office policies and procedures related to areas of responsibility; maintains current documentation on all processes.
- Serve as a member and/or a contributor to various University committees.
- Collaborate with faculty and executive officers to update, develop and publish the academic calendar and on-line publication of the Schedule of Classes and University Catalog.
- Assist the Colleges and the Office of the Provost with degree certification and preparation of the official graduation list.

### **Supervision**

Received: The University Registrar reports to the Executive Vice President & Provost.

Given: The University Registrar supervises the registrar staff at Alpine and Rio Grande College campuses.

### **Education**

Required: Bachelor's degree

Preferred: Master's degree

### **Experience**

Required: Five years of supervisory experience in a university records and registration office with demonstrated experience in the interpretation and enforcement of academic policy, student services administration, and knowledge of FERPA policies and procedures. Strong interpersonal and communication skills, a high level of integrity, and the ability to motivate staff.

Preferred: Thorough understanding of SACSCOC standards for institutional data management and student records.

### **Equipment/Skills**

Required: Computer skills with knowledge of databases, various reporting tools and imaging systems; excellent organizational, management, and interpersonal communications skills; commitment to diversity in higher education.

Preferred: Advanced computer skills, knowledge of Ellucian Banner ERP software and supporting computer hardware.

### **Working Conditions**

Usual: Office conditions, standard hours. This position is security sensitive and exempt from overtime provisions.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Revised 7/1/2018