### ESSENTIAL FUNCTIONS

The position serves under the working title of Assistant University Registrar of Student Records in the Registrar’s Office reporting directly to the University Registrar. Specifically, the incumbent has the responsibility of supervising and directing the Student Records section of the Registrar’s Office and ensuring that all rules and regulations related to FERPA are met. Such responsibility includes the planning and execution of academic policies and overseeing enrollment and eligibility. Also, assists with training, measuring accountability, and providing professional development opportunities for staff.

### POLICY-MAKING AND/OR INTERPRETATION

Assists in the formulation of policies and procedures for the Registrar’s Office. Provides policy interpretation of the State of Florida statutes and Administrative Codes as they relate to student record maintenance, graduation, and registration. Insures compliance and coordinates and responds to recommendations from internal and external audit reviews.

### PROGRAM DIRECTION AND DEVELOPMENT

The functions of the Registrar’s Office are fairly well defined nationally. The Assistant Registrar/Student Records directs the student records component and plans and provides overall supervision of the Student Records staff. Responsible for developing, implementing, and monitoring student record integrity.

### Supervision Received:

(Include title of supervisor, type of supervision and scope of supervision received) University Registrar. Supervises (2) Coordinators and (2) Senior Registrar Officers and (2) Program Assistants.

### Other Characteristics of Position:

(Statement of unique or other important characteristics of position) With the approval of the Registrar, provides information and data for use and review by Provost, Vice Presidents, Deans, Directors, etc. Interprets state rules and laws impacting the registration/scheduling section and coordinates any computer requirements with the computer systems analyst supervisors. Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of the office.

### Level of Public Contact:

Deals daily with students, advisors/counselors, and other university staff. Also, the incumbent has frequent contact with the Vice Presidents, Deans, and colleagues from other universities/colleges and various state regional and federal agencies.

### Monetary Responsibility:

Current budget for which the position is accountable. Include statement of responsibility for funds, amount and consequence of error. Assist with the monitoring of budgets of the Registrar’s Office to insure spending is in compliance with established University policies and procedures. And, oversees the collection and depositing of fees collected for official transcripts and diploma reorders.

### Statement of Responsibility for Confidential Data

(The disclosure of which would be prejudicial to the successful operation of the University). Responsible for ensuring that all rules outlined in the Family Educational Rights and Privacy Act are observed.

### Type and Extent of Instructions Normally Given:

Daily and weekly meetings with the Registrar and Assistant Registrar to discuss progress and challenges.

### Educational Training: Preferred:

Master’s degree and 5 years of appropriate experience in Office of Registrar, Admissions, and/or other area of enrollment management. Experience with PeopleSoft or other equivalent ERP software. **Minimum:** Bachelors degree and 8 years experience in Registrar, Admissions, and/or enrollment management.
17. POLICY MAKING INTERPRATION: What statutes establishes or defines the work performed?  
(See Page One)

18. SUPERVISOR’S POSITION: Number: 17571  Class Code: 9355  Class Title: University Registrar

19. SUBORDINATE UNITS: (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised.

Supervises (2) Coordinators #18436, #18436; (3) Senior Registrar Officers #16812, #20166, Program Assistants (2) #16812, #20166.

20. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.
Oversees the collection and deposit of transcript and diploma reorder fees.

21. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University).

22. KNOWLEDGE/SKILLS/ABILITIES:

23. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW: Please review statements below check all that apply.

  ___This position requires a background check and/or fingerprinting., Florida Statues.
  ___This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statues.
  ___This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
  ___This position requires licensure, certification or other special requirements described below.

ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.

24. SIGNATURES:  
Incumbent: __________________________ Date: ____________

Reviewing Officer: __________________________ Date: ____________

Director of Personnel: __________________________ Date: ____________
### 18. Describe in detail the specific duties and responsibilities assigned to this position. Identify **Essential/Marginal functions.**

Essential Functions are those tasks or functions that are fundamental to the position. Marginal Functions are those tasks or functions that are performed by the incumbent, but are not necessary to the position. Attach additional sheets, if necessary, to properly describe the position. Duties and responsibilities should equal 100% of time.

**Describe functions in terms of outcomes/results rather than method used or how a job is normally accomplished.**  
This position serves as Coordinator and reports to the Assistant Director for Admissions and Processing.

**% of Time**

**18A. Essential Functions of the Job***

- **65%** The incumbent serves as Coordinator in the Office of Admissions reporting to the Assistant Director for Admission and Processing. Responsible for evaluating transfer transcripts of new admits for acceptance of credit to include data entry of coursework and follow-up. Communicate in writing with applicants prior to enrollment and academic schools and colleges regarding the acceptance or non-acceptance of transfer credits. Responsible for maintaining files of evaluated applicants and generate reports.

- **10%** Assist with processing undergraduate new students. Advise applicants and parents regarding admission requirements, policies and procedures, transfer/articulation, and related issues. Attend meetings, workshops, and conduct presentations as it relates to admission related functions. Submit copies of applications and credentials to academic areas, and other departments for evaluation and recommendation for admission.

- **10%** Serve as a liaison and outreach coordinator with the 28 Community Colleges. Coordinates programs and services for students designed to enhance success of prospective students. Assists in conducting workshops, campus visitations, events, open houses, and recruitment initiatives targeted toward student recruitment. Maintains liaisons with targeted, counselors, staff/faculty regarding information dissemination and referrals on recruitment, admissions, and actual enrollment.

**18b. Marginal Functions of the Job**

- **5%** All functions are essential to the daily operations of the office. Serve on committees that pertain to Admissions, or other committees as directed by the Assistant Director, Director, and/or AVP Enrollment Management.

- **5%** Level of Public Contact (statement of internal and external business contact, including frequency and scope) – Direct contact with transfer prospects and applicants, high school counselors, academic colleges and schools representatives, and other administrators; conduct presentations.

- **5%** Policy-Making and/or Interpretation – Interprets State rules and regulations and University policies and procedures and make recommendations regarding improvements and changes that will enhance the overall efficiency and effectiveness of the department.

**Type and extent of instructions or directions normally given to the incumbent of this position by the immediate supervisor.**

Daily and weekly verbal and written communications and monthly meetings; policy and procedures manual and Recruitment, Admissions, and Campus Community Business Processes. As part of collaborative team efforts charged with the responsibility for efficient and effective interpretation of State rules and regulations, University policies and procedures as it relates to Admission. Meets regularly with the Director, Admissions and Processing staff to communicate needs, and to obtain assistance in accomplishing the assigned responsibilities.
19. **SUBORDINATES:** List class codes, official class titles, and position numbers of each position that reports directly to this position.

Student Assistants

19A. **SUPERVISOR’S POSITION:** Number: 17148  Class Code: 9385  Class Title: *Assistant Director, Admissions and Recruitment*

20. **MONETARY RESPONSIBILITY:** Comply with all fiscal expenditures and guidelines in accordance with university and state policies and procedures regarding application and other monies.

21. **STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA** (The disclosure of which would be prejudicial to the successful operation of the University) - Will have access to confidential data subject to institutional, state, and federal statute, rule, and policy and will exercise appropriate caution. In addition, will provide guidance and leadership to the assigned unit to encourage a similar cautious attitude. Must be in compliance with Federal Educational Rights & Privacy Act (FERPA) laws.

22. **KNOWLEDGE/SKILLS/ABILITIES:**
Knowledge of State of Florida SUS rules and regulations and University admissions policies, standards, and procedures; ability to work independently and effectively with staff; knowledge of the broad spectrum of available university academic units, curricula, and programs; strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community; demonstrates the importance of customer service by understanding and giving the needs of the clients top priority; ability to plan, organize, and coordinate multiple tasks; develop and present at workshops and high schools; knowledge of interpreting, coding, and editing computer data; thinks about issues from the applicants perspective and understanding their needs; anticipates issues the customers will face in the future; continuously look for ways to improve and meet or exceed customer expectations through a team effort. Level of computer skills to effectively conduct electronically based business, communication, record keeping and utilization of resources.

23. **REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:**
Please review statements below check all that apply.

- This position requires a background check and/or fingerprinting. Florida Statutes.
- This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
- This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
- This position requires licensure, certification or other special requirements described below.

23A. **Education/Training/Experience** - In order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.

**Specialized Minimum Qualifications:** A bachelor’s degree in an appropriate area of specialization and three years of appropriate experience; or a high school diploma and seven years of appropriate experience.

**Preferred Qualifications:**
A bachelor’s degree or seven years of admissions related experience. Experience using PeopleSoft 8.0 Recruitment and Admissions, and Campus Community Module.

ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.

24. **SIGNATURES:**

<table>
<thead>
<tr>
<th>Incumbent</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>D. Kennedy-Lamar, AVP Student Affairs</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reviewing Officer &amp; Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
Florida Agricultural and Mechanical University

ADMINISTRATIVE & PROFESSIONAL

POSITION DESCRIPTION

1. Division: Student Affairs
2. Transaction Type: [ X ] Update
3. Position Number: 18620
4. School/College/Department: 0409000
5. Department Number: 0409000
6. Effective Date: (Personnel Use Only)
7. Section: 
8. FTE: .48
9. Budget Entity: 
10. Pay Plan: 12 months
11. Subsection: PRES
12. Class Code: 9432
13. City: Tallahassee
14. County: Leon
15. Class Code: 

16. STATEMENT OF FUNCTION. Describe in detail the specific duties and responsibilities assigned this position. Attach additional sheets, if necessary, to properly describe the position.

**Essential Functions:** This position serves under the working title of Director of University Counseling Center. Responsible for the on-site management of counseling services to students currently enrolled at the university. Oversees daily operation of direct counseling (individual, group, and family) and wellness services (outreach and consultation).

- **40%** Selects, supervises, and trains all counseling center staff; maintains professional license, knowledge and skills through continuing education; Coordinates internship program and supervises graduate interns in counseling-related fields.
- **35%** Provides leadership and guidance in program development via planning wellness, clinical intervention and emergency programs and services; Engages in program evaluation, policy-making and report-writing. Manages Center consistent with IACS guidelines to maintain accreditation.
- **15%** Collaborates effectively with other university departments and the larger community in professional meetings and consultations to improve the emotional, social and academic development of students. Serves as major public relations agent for the Center via collaboration with other university offices.
- **5%** Responsible for budget development and management.
- **5%** Performs individual counseling

**Essential Personnel:** Provides assistance in the event of an emergency on campus that may lead to student emotional distress including: deaths, natural disasters, or other services assigned the Vice President of Student Affairs or Associate Vice President /Dean of Student Life

**16a. Program Direction and Development**- Responsible for developing a professional environment in which to provide counseling services; Provides direction and leadership to all counseling staff and interns; Coordinates the on-call schedule and in-take rotation schedule for counseling staff; Organizes the Center’s annual retreat; Coordinates in-service training opportunities for staff. Monitors external continuing education of staff. Responsible for coordinating research activities of the University Counseling Center; Coordinates an annual faculty needs assessment; Coordinates bi-annual file audit.

**16b. Level of Public Contact (statement of internal and external business contact, including frequency and scope)** Works daily with other aspects of the university community to include Academic Affairs departments and faculty. Works daily with students. Works almost daily with the Health Clinic, Police and Safety Department, and the Office of Student Activities. Works weekly with parents, the Judicial Affairs Office, Housing Office, Registrar’s Office, Student Government Association and off-campus referral agencies. Works monthly with professional counseling organizations.

**16c. Marginal Functions of the Job:** Holds membership in state, regional, or national counseling associations. Attends meetings in which the university counseling center director is expected (e.g., AUCCCD, FAUCCCD, LEM Conference on Substance Abuse and Mental Health). Teaches courses as assigned.

**16d. Type and extent of instruction or directions normally given to the incumbent of this position by the immediate supervisor.** Daily and weekly meetings to discuss the direction of the department.

**16e. Education/Training/Experience**- In order of importance, state any specific education, training and experience, and knowledge, skills, and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.
**Specialized Minimum Qualifications**: Licensed as a psychologist upon hire. Must be licensed-eligible in the State of Florida and must have earned a doctoral degree in psychology or a related field from an accredited institution. One year of demonstrated successful experience working with a largely minority population.

**Preferred Qualifications**: Three or more years previous experience as a college counseling center director or five years post-doctoral clinical experience with two years in a supervisory role in a counseling center.

17. **POLICY MAKING INTERPRETATION**: What statutes establishes or defines the work performed?
Provides policy interpretation and direction for all Counseling policies and contracts; Responsible for the development and implementation of the Counseling strategic plan and assessment efforts, training and development of staff.

18. **SUPERVISOR’S POSITION**: Number: 16819 Class Code:________ Class Title:_______________________

19. **SUBORDINATE UNITS**: (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised. Evaluates staff and provides remediation plans as necessary)

   Assistant Director 18964
   Counselor, Victim Advocacy 17483
   Counselor, ETOH & Drugs 18868
   Administrative Assistant 18440
   Interns

20. **MONETARY RESPONSIBILITY**: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.
Responsible for the daily operations budget for Counseling Services and for professional development allocations to professional staff. The successful monitoring of budget is critical to this position.

21. **STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA** (The disclosure of which would be prejudicial to the successful operation of the University.)
Responsible for insuring that all student information is maintained and stored according to the laws of Florida and the University policies. Maintaining confidentiality of student information is critical to this position.

22. **KNOWLEDGE/SKILLS/ABILITIES**:
Knowledge of counseling theory and techniques, and the wellness paradigm; strong interpersonal skills, supervision, and teamwork skills. Excellent verbal and written communication skills. The ability to assume responsibility, work independently, and take initiative. Knowledge of ethical and legal issues in counseling. Demonstrated commitment to equity and social justice. The ability to work effectively and positively in an environment characterized by change. Ability to teach in the classroom in workshops, training and seminars. See Attached.

23. **REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW**:
Please review statements below check all that apply.

   - This position requires a background check and/or fingerprinting. Florida Statutes.
   - This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
   - This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
   - X This position requires licensure, certification or other special requirements described below.

Licensed or licensed-eligible as a psychologist in Florida upon hire. If licensed-eligible, must obtain license within one year of hire.
24. SIGNATURES:  

Incumbent:_____________________________________ Date:_____________

Reviewing Officer:______________________________ Date:_____________