### UNIVERSITY SUPPORT PERSONNEL SYSTEM

#### POSITION DESCRIPTION

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1. Division:</td>
<td>2. Transaction Type:</td>
<td>3. Position Number:</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>(<strong><strong>) Establishment (X) Update (</strong></strong>) Reclassification (____) Transfer</td>
<td>16815</td>
</tr>
<tr>
<td>Florida A&amp;M University</td>
<td>040700000</td>
<td></td>
</tr>
<tr>
<td>7. Effective Date:</td>
<td>(Personnel Use Only)</td>
<td></td>
</tr>
<tr>
<td>University Registrar</td>
<td>1.00</td>
<td></td>
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<tr>
<td>11. On-Call:</td>
<td>12. Lead Worker:</td>
<td></td>
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<tr>
<td>13. Subsection:</td>
<td>14. Class Code:</td>
<td>15. Class Title:</td>
</tr>
<tr>
<td>Student Records</td>
<td>4275</td>
<td>Senior Registrar Officer</td>
</tr>
<tr>
<td>16. County</td>
<td>17. Class Code:</td>
<td></td>
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<tr>
<td>Leon</td>
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#### 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 the time.

The incumbent is responsible for coordinating all functions of the veteran’s certification section of the Registrar’s Office; certifying current and past enrollment and for verifying graduation and degree(s) awarded.

#### ESSENTIAL FUNCTIONS

**50% I.** Coordinates the veteran’s certification area:

- a. Provides certification of veteran and dependents of veterans’ enrollment status to the Veteran’s Administration.

- b. Establishes and supervises the maintenance of a file system for veterans. Coordinates the VA Compliance Survey Team’s annual visit to the university to insure policies are being followed. Insures the accuracy of permanent and current records and procedures.

- c. Determines and reports directly to the Veteran Administration, within 30 days, any changes in veterans’ student status including cancellations, withdrawals, dismissals, repeated courses, dropping and/or adding courses, non-attendance of classes, reporting transfer hours accepted towards the degree and notification of CLEP hours. Directs supervision of veteran student assistants in researching and collection of this data and notifies the veteran when these changes affect his/her current payments.

- d. Electronically sends verification of veteran students’ enrollment to the “Atlanta Regional Office” to initiate student’s pay.

- e. Represents the University, as well as the Registrar and Assistant Registrar in meetings that pertain to veterans and policies and submits pertinent reports and information to the Registrar.

- f. Provides counseling as needed regarding VA finances and refer students to Counseling Center.

**45% II.** Compiles, processes and provides requests for certification and verification of student enrollment status requests (past and current) from various governmental agencies, private corporations, financial and academic institutions and authorized individuals.

- a. Communicates with authorized representatives from local, state, national and international agencies regarding students’ enrollment and/or graduation status for prospective employment, loan deferments or credit approval.

- b. Processes requests for verification of enrollment and maintains files and logs of all requests processed and mailed to various institutions.

**5% III.** Supervises student assistants and performs other duties as required or deemed appropriate.
19. **Subordinates:** List class codes, official class titles, and position numbers for each position that reports directly to this position.

20. **Supervisor’s Position Number:** TBD  
    Class Code: 9414  
    Class Title: Assistant University Registrar

21. **Working Hours:**
   a) Daily from 8 a.m. to 5 p.m.
   b) Total hours per week 40
   c) Explain any variations in workweek, split shifts, on-call status, or rotations.
      May be required to work evenings and weekends.

22. **Knowledge, Skills, and Abilities:** List specific knowledge, skills, and abilities required in this position. Use additional sheets, if necessary.
   
   (a) Ability to plan, organize & coordinate work assignments; and insure proper completion.
   (b) Ability to understand & apply applicable rules, regulations, policies & procedures.
   (c) Knowledge of VA regulations and procedures.
   (d) Knowledge of the principles & techniques of records management.
   (e) Knowledge of supervisory principles & practices.
   (f) Ability to supervise the organization & maintenance records.
   (g) Ability to make decisions in a timely manner.
   (h) Ability to organize files & records.
   (i) Ability to develop & maintain reports, forms, records, files & correspondence.
   (j) Ability to establish & maintain effective working relationships.
   (k) Ability to follow office procedures & practices.
   (l) Ability to communicate effectively verbally and in-writing.

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.

24. **Signatures:** I certify that the duties described are accurate and reflect the responsibilities officially assigned to the position and that any required licensure(s), certification(s) and/or other specific requirement(s) by law are so indicated.

<table>
<thead>
<tr>
<th>Name of Incumbent (Print)</th>
<th>Signature</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Name of Immediate Supervisor (Print)</td>
<td>Signature</td>
<td>Date</td>
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<tr>
<td>Name of Reviewing Authority (Print)</td>
<td>Signature</td>
<td>Date</td>
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</tbody>
</table>
   (Vice President, Dean, Director, Department Head or other Administrative Officer)

25. **University Personnel Relations Office Review:**

   Assistant Vice President, Human Resources | Date