### UNIVERSITY SUPPORT PERSONNEL SYSTEM

#### POSITION DESCRIPTION

| 1. Division: | Student Affairs |
| 2. Transaction Type: | ( ) Establishment  (X) Update  ( ) Reclassification  ( ) Transfer |
| 3. Position Number: | 16811 |
| 4. School/College: | Florida A&M University |
| 5. Department Number: | 00407000 |
| 6. Budget Entity: | |
| 7. Effective Date: (Personnel Use Only) | |
| 8. Department: | University Registrar |
| 9. FTE: | 1.00 |
| 10. Pay Plan: | |
| 11. On-Call: | |
| 12. Lead Worker: | |
| 13. Subsection: | Records |
| 14. Class Code: | 4275 |
| 15. City | Tallahassee |
| 16. County | Leon |
| 17. Class Code: | |
| 18. City | |
| 19. County | |

#### ESSENTIAL DUTIES

45% This position has the major responsibilities of coordinating the preparation and maintenance of enrollment files and evaluation and processing of requests for instate residency for tuition purposes. Additional responsibilities include coordinating the preparation of term reports to the Board of Governors, the Legislature, other state and federal agencies, the University President, and administrative officers. Specifically, this person is responsible for the following duties:

I Coordinates the processing of requests for statistical data on the University and/or students.

A. Performs an initial review of data requests from various entities.
B. Determines the most appropriate method of response.
C. Ascerts and determines most appropriate research instrument.
   If information is not readily available, consults with the system analyst assigned to the task.
D. Prepares and responds to requests for data that may include but is not limited to:
   1. Collecting of data
   2. Compiling data
   3. Analyzing data
   4. Summarizing data
E. Serves as repository for and maintenance of:
   1. Student headcount reports
   2. Admission reports
   3. Semester FACT sheets
   4. Comprehensive student information files for current semester and prior semesters.
   5. FACT book of statistical information.

40% II Evaluates and processes requests for reclassification of residency for tuition purposes consistent with applicable Florida Statutes and University rules and regulations.

10% III Assist with the processing of enrollment verifications and requests for transcripts and answering incoming calls.

#### MARGINAL FUNCTIONS

5% IV Performs other duties as deemed necessary.
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:** 17571  
   **Class Code:** 9433  
   **Class Title:** 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.

22. **Knowledge, Skills, and Abilities:** List specific knowledge, skills, and abilities required in this position. Use additional sheets, if necessary.
   A. Ability to collect, compile, summarize and analyze statistical data using established statistical methodology.
   B. Ability to conduct statistical surveys.
   C. Ability to review statistical data for accuracy.
   D. Ability to utilize problem solving techniques.
   E. Ability to understand and apply applicable rules, regulations, policies and procedures relating to statistics.
   F. Ability to perform statistical and mathematical calculations.
   G. Knowledge of the methods of data collection; knowledge of the terminology and principles of statistics and mathematics.

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 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.

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.

   Name of Incumbent (Print)  Signature  Date

   Name of Immediate Supervisor (Print)  Signature  Date

   Name of Reviewing Authority (Print)  Signature  Date
   (Vice President, Dean, Director, Department Head or other administrative Officer)

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

   Assistant Vice President, Human Resources  Date