**Florida Agricultural and Mechanical University**

**UNIVERSITY SUPPORT PERSONNEL SYSTEM**

**POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>1. Division:</th>
<th>Student Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Transaction Type:</td>
<td>Establishment (<em><strong>) Update (X) Reclassification (</strong></em>) Transfer</td>
</tr>
<tr>
<td>3. Position Number:</td>
<td>17459</td>
</tr>
<tr>
<td>4. School/College</td>
<td>Florida A&amp;M University</td>
</tr>
<tr>
<td>5. Department Number:</td>
<td>04070000</td>
</tr>
<tr>
<td>6. Budget Entity:</td>
<td></td>
</tr>
<tr>
<td>7. Effective Date:</td>
<td>(Personnel Use Only)</td>
</tr>
<tr>
<td>8. Department:</td>
<td>University Registrar</td>
</tr>
<tr>
<td>9. FTE:</td>
<td>1.0</td>
</tr>
<tr>
<td>10. Pay Plan:</td>
<td></td>
</tr>
<tr>
<td>11. On-Call:</td>
<td></td>
</tr>
<tr>
<td>12. Lead Worker:</td>
<td></td>
</tr>
<tr>
<td>13. Subsection:</td>
<td>P</td>
</tr>
<tr>
<td>14. Class Code:</td>
<td>4275</td>
</tr>
<tr>
<td>15. City</td>
<td>Tallahassee</td>
</tr>
<tr>
<td>16. County</td>
<td>Leon</td>
</tr>
<tr>
<td>17. Class Title:</td>
<td>Senior Registrar Officer</td>
</tr>
</tbody>
</table>

**ESSENTIAL FUNCTIONS**

The incumbent is responsible for coordinating the processing of all academic updates. The incumbent must be knowledgeable and able to apply University, State and Federal policies regarding the maintenance and release of student information. Specifically, the incumbent is responsible for the following:

- **60%** Coordinates the processing of all academic record updates submitted to the Registrar’s office from the various academic departments. Processes academic updates and progress reports and notifies students and academic departments. Removes holds based on academic standing reports and readmissions approval from the University Admissions Committee.

- **20%** Coordinates the processing of the end of term grades and insures they are properly posted to the student database.

- **5%** Trains employees to use various computer applications to assist the public.

- **5%** Assists with the maintenance of student records by insureing that file folders for new and returning students are arranged neatly and in order, all pertinent update documents (transcript requests, grade changes, name changes, academic updates, readmissions applications, etc.) are filed by staff and student assistants.

- **5%** Assists with the processing of requests for enrollment verification, graduation and transcripts.

**MARGINAL FUNCTIONS**

- **5%** Performs other duties deemed appropriate to the functions of the office.
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 Registrar/Records

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 plan, organize and coordinate work assignments; insure proper completion.  
    b.) Ability to understand and apply applicable rules, regulations, policies and procedures.  
    c.) Knowledge of the principles and techniques of records management.  
    d.) Knowledge of the supervisory principles and practices.  
    e.) Ability to supervise the organization and maintenance records.  
    f.) Ability to make decisions in a timely manner.  
    g.) Ability to organize files and records.  
    h.) Ability to develop and maintain reports, forms, records, files and correspondence.  
    i.) Ability to follow office procedures and practices.  
    j.) 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.

   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