### UNIVERSITY SUPPORT PERSONNEL SYSTEM

**POSITION DESCRIPTION**

1. **Division:**
   - Student Affairs

2. **Transaction Type:**
   - ( ) Establishment
   - ( ) Update
   - (X) Transfer

3. **Position Number:**
   - 16826

4. **School/College:**
   - Registrar

5. **Department Number:**
   - 040700000

6. **Budget Entity:**

7. **Effective Date:**
   - (Personnel Use Only)

8. **Department:**
   - University Registrar

9. **FTE:**
   - 1.00

10. **Pay Plan:**
    - 23

11. **On-Call:**

12. **Lead Worker:**

13. **Subsection:**
    - Registration/Scheduling

14. **Class Code:**
    - 4275

15. **City:**
    - Tallahassee

16. **County:**
    - Leon

17. **Class Title:**
    - Senior Admissions/Registrar Officer

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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.

This position has the major responsibilities of coordinating the allocation of classroom space, assisting with the development and publication of the schedule of classes, the assigning and reclassifying of course numbers and assisting with planning, supervision and conducting of registration. The incumbent reports directly to the Assistant Registrar for Registration. Specifically, this person is responsible for the following duties and responsibilities:

**ESSENTIAL DUTIES**

30%  
I. Coordinates the allocation of classroom space for each academic term:
   - a. Assigns classroom space for courses offered during that academic term.
   - b. Reviews and corrects the classroom master file in coordination with the space administrator.
   - c. Monitors course enrollment to ensure adequate accommodation for each course.
   - d. Updates the instructional activity file room location edit for submission to the Department of Education, Division of Colleges and Universities.

30%  
II. Assists with the development and publication of the schedule of classes for each academic term:
   - a. Assist with updating and reviewing departmental course offerings.

30%  
III Assists with planning and conducting registration and the supervision of OPS personnel and student assistants during the registration period:
   - a. Plans and coordinates with university facilities and campus security for the set-up of on-campus registration.
   - b. Supervises and monitors OPS personnel and student assistants.
   - c. Schedules classroom space for all student organizations for extra-curricular activities.

5%  
IV. Assists with the course transmittal forms of the Statewide Common Course Numbering System and its effect on the university through communication with the Department of Education officials; Discipline Task Force Chairpersons, SUS personnel and University administrators.

**MARGINAL DUTIES**

5%  
V. Assists with the processing of course withdrawals and applications for special student enrollment.
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:** 17087  
**Class Code:** 4275  
**Class Title:** Assistant Registrar/Registration

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 weekends for registration purposes.

22. **Knowledge, Skills, and Abilities:** List specific knowledge, skills, and abilities required in this position. Use additional sheets, if necessary.
   - Computer 90%; Copier 5%; Typewriter 5%
   - Knowledge of principles of effective verbal and written communication
   - Knowledge of PeopleSoft system
   - Knowledge of Statewide Course Numbering System
   - Ability to work independently
   - Ability to analyze computer generated materials for accuracy and content
   - Ability to organize work assignments
   - Ability to train and/or assist in the training of other employees
   - Skills in the operation of a computer terminal

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