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 and affects position classification. Marginal Functions are not essential to the position and if removed will not affect the position classification. Attach additional sheets, if necessary, to properly describe the position. Duties and responsibilities should equal 100% of time (Percentage applies to USPS positions only).

% of Time

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 Associate Registrar. Specifically, the incumbent has the responsibility of supervising and directing the Student Records section of the Registrar's Office. Assist 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. Insure compliance and coordinates and respond to recommendations from internal and external audit reviews.

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. The Student Records section encompasses: Graduation, Transient Enrollment, and NCAA certification of eligibility.

With the approval of the Registrar, provide information and data for use and review by the Provost, Vice President, Deans, Directors, etc. Interpret state rules and laws impacting the student records section and coordinate any data requirements with the Office of Enterprise Information Technology Center and the Office of Institutional Research. Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of the office.

MARGINAL FUNCTIONS

Communicate daily with student, 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.

Responsible for overseeing the collection and depositing of fees collected for official transcripts and diploma re-orders.

Responsible for insuring that all rules outlined in the Family Rights and Privacy Act are observed.

Attend daily and weekly meetings with the Registrar and Associate Registrar to discuss progress and challenges.

Educational Training: Master's degree and 5 years of appropriate experience in the Office of the Registrar, Admissions, Enrollment Management, or Student Affairs. Experience with PeopleSoft or other equivalent ERP software.
19. SUBORDINATES: List class codes, official class titles, and position numbers of each position that reports directly to this position.

Coordinator - #18437
Registrar Officer - Unknown
Program Assistant #16812
Program Assistant #20166
Position #16816

20. SUPERVISOR’S POSITION: Number: Unknown Class Code: _____ Class Title: _____

21. WORKING HOURS:
   a) Daily from 8:00 a.m. to 5:00 p.m.
   b) Total hours per week 40
   c) Explain any variations in work week, split shifts, on-call status, or rotations.

   None

22. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

   None

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

   As the official depository of all student records as well as faculty reports of grades and changes, the University Registrar is responsible for maintaining these records in a confidential manner, and responsible for insuring that all rules outlined in FERPA are observed.

24. KNOWLEDGE/SKILLS/ABILITIES:
   a) Knowledge of principles of effective verbal and written communication
   b) Knowledge of Peoplesoft system
   c) Ability to work independently
   d) Ability to analyze computer generated materials for accuracy and content
   e) Ability to organize work assignments
   f) Ability to train and/or assist in the training of other employees
   g) Skills in the operation of a computer terminal

25. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:

   Please review statements below check all that apply.

   X This position requires a background check and/or fingerprinting.
   X This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
   X 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.

26. SIGNATURES: Incumbent: ___________________________ Date: __________________

   Supervisor: ___________________________ Date: __________________

   Reviewing Officer: ___________________________ Date: __________________

   HR-C5    Revised 04/08