

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2018**

ASSISTANT REGISTRAR & ASSISTANT DIRECTOR OF STUDENT RECORDS

FLSA STATUS: EXEMPT – PAY GRADE 20-P

JOB FAMILY: STUDENT SERVICES – JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Assistant Registrar works in conjunction with the Registrar/Student Records leadership team to provide effective and efficient technical and operational support for all aspects of the College's Registrar's Office including data accuracy and integrity, registration, academic records, transcript evaluation and processing, degree audit and certification, and active support of the college's People Soft student information system. The Assistant Registrar supports the student recruitment and retention goals of the College. The Assistant Registrar should be knowledgeable about various systems that interface with student data and ensure that the interfacing of data adheres to FERPA/HIPAA Compliance.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Assist the Registrar/Student Records leadership team in the development and implementation of policies and procedures affecting students and courses. Ensures compliance with federal and state regulations.

Manages assigned areas of the Campus Solutions module of the College's PeopleSoft ERP specifically in the areas of transfer credit evaluation, graduation, residency, and registration; ensures the accurate and timely submission of data for internal and external requestors as requested and as allowed under state and federal law; ensures FERPA compliance, retains familiarity with both College, state, and federal regulations as they pertain to the student records area and guarantees compliance with those standards.

Manage a dynamic team and oversee all training, supervision, professional development and evaluation of staff to ensure a climate of collaboration and teamwork; possess an unwavering commitment to superior customer service, and be dedicated to developing a cohesive and resourceful team

Perform other duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision may be exercised over assigned processing or operational staff and/or student assistants.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university supplemented by two (2) years of related student records experience in higher education.

PREFERRED QUALIFICATIONS

Master's degree from an accredited college or university supplemented by two (2) years of related student records experience in a supervisory role; extensive knowledge related to transcript evaluations.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 11/2018