

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

**ASSOCIATE REGISTRAR & ASSOCIATE DIRECTOR OF  
REGISTRATION AND STUDENT RECORDS**

**FLSA STATUS: EXEMPT – PAY GRADE: 21-P**

**JOB FAMILY: STUDENT SERVICES – JOB FUNCTION: STUDENT SERVICES**

**GENERAL STATEMENT OF JOB**

The Associate Registrar & Associate Director of Registration and Student Records provides management to assigned aspects of the Office of Registration and Records including data accuracy and integrity, operational efficiency, registration, course scheduling in partner with academics, data custodian/data steward of academic records (in conjunction with functional analysts), enrollment verification, and utilization, grade processing, academic calendar configuration, college degree requirements, degree audit and certification, transcript evaluation and processing and active support of the college's PeopleSoft student information system. The Associate Registrar & Associate Director of Registration and Student Records must also 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**

Leads the management and delivery of transcript evaluation, registration, and graduation services for the College; keeps records of all college classes and determines students' graduation eligibility; plans assigned commencement activities and prepares information such as president and deans lists, and college transcript request processing; and manages end of term, final grading, academic standards, cancelled classes processes, course substitutions and articulation agreements.

Establishes and verifies census, drop and withdrawal deadlines in accordance with Title V Regulations; develops and prepares appropriate enrollment and attendance reports as required or requested by the state. Configures the academic calendar and session dates in PeopleSoft.

Manages assigned areas of the Campus Solutions module of the College's PeopleSoft ERP specifically in the areas of transfer credit evaluation, graduation, 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.

Implement college academic and administrative policies affecting students and courses; 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.

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**SUPERVISION EXERCISED**

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

**MINIMUM QUALIFICATIONS**

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

**PREFERRED QUALIFICATIONS**

Master's degree from an accredited college or university supplemented by three (3) years of related experience in higher education leadership.

**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.

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**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: 7/2018