

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** ASSOCIATE REGISTRAR

**Reports To:** Designated Supervisor

**UW Job Code:** 3742

**UW Job Family:** 34 - Student Service Administration

**SOC Code:** 25-9099

**FLSA:** Exempt

**Pay Grade:** 24

**Date:** 8-1-97 (revised 7-1-02; 2-10-03; 7-1-04)

### **JOB PURPOSE:**

Provide direct assistance and advice to the Registrar regarding designated areas within Registration and Records; serve as Registrar as directed; assist with the operational, personnel, and financial functions within Registration and Records as assigned; provide high-quality customer assistance and senior project leadership on special projects, as directed.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide direct assistance and advice to the Registrar regarding designated areas within Registration and Records.
- Assist with the management of designated areas; ensure adherence to state, federal and University regulations and guidelines as appropriate for assigned areas; and assist with the development of new or modified policies and procedures for assigned areas.
- Counsel students on academic, registration, and records problems for assigned areas; discuss problems with appropriate academic faculty or administrators and seek solutions within the framework of established policies and regulations.
- Assist Registrar with projects including serving on committees or teams, providing project analyses and research, and preparing documents and reports.
- Assist with or supervise the input/update of student data and academic records.

### **SUPPLEMENTAL FUNCTIONS:**

- Provide leadership and set a high standard of professionalism for designated areas by providing high-quality customer services not only to students and the general public, but also to divisional and university staff.

## **COMPETENCIES:**

- Technical/Professional Knowledge
- Integrity
- Work Standards
- Service Orientation
- Visionary Leadership
- Quality Orientation
- Analysis/Problem Identification
- Teamwork (Cooperation)

## **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- University regulations and procedures.
- Applicable state and federal laws.
- Accreditation and certification requirements and standards.
- Rules, regulations, and laws regarding student records.
- Computerized student information systems.
- Academic standards governing student probation, suspension, and/or expulsion.
- Budgeting, cost estimation, and fiscal management principles and procedures.
- NCAA student-athlete academic eligibility requirements.
- Financial/business analysis techniques.
- Student registration, academic, and residency requirements.
- Database construction, management, and retrieval techniques.
- Student exchange policies and procedures.
- Records retention and /or destruction policies and procedures.
- Records archiving and/or retrieval.

Skills and Abilities to:

- Manage time to meet project deadlines.
- Analyze course prerequisites, certification, and/or curriculum/graduation requirements.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Provide technical advice and information to faculty, staff, and students.
- Plan and evaluate programs.

- Work effectively with a wide range of constituencies in a diverse community using interpersonal and communication skills.
- Manage databases.
- Develop, plan, and implement short- and long-range goals.
- Budget preparation and fiscal management.
- Evaluate and edit the content, structure, and format of a range of written materials.
- Maintain confidentiality of records and information.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
- Provide professional direction, guidance and counsel to a wide range of constituencies.

**WORKING CONDITIONS:**

No major sources of discomfort; standard office environment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.