

## Context of the Job:

The Office of the University Registrar provides administrative/academic services and support to students, faculty, staff, alumni and the public. The Office of the University Registrar includes the following units: Academic Advisement Support, ID Office, Registration, Scheduling, Systems Administration and the University Testing Center.

Under the limited direction of the Registrar, the Associate Registrar manages the Academic Advisement Support group. As part of Registrar Senior Staff, the Associate Registrar serves in a leadership role and participates in departmental meetings and discussions to determine and prioritize goals and user needs. The Associate Registrar assists in policy development and analyzes, interprets and recommends practices and procedures. The Associate Registrar will provide assistance to the Registrar and act independently on behalf of the Registrar.

## Major Responsibilities:

Administer the UDSIS academic advisement function, including developing and maintaining information on the requirements of all academic programs. Collaborate with assistant deans and department chair persons regarding academic advisement, transfer credit evaluation and related areas. Direct the design, creation and coding of degree audits of the University's majors, concentrations and minors. Oversee the evaluation and processing of transfer credit, including an increasing volume of international transfer credit; maintain the transfer credit matrix; monitor connected degree programs and consult with external sources regarding transfer credit. Supervise the processing of change of academic programs, degree posting, diploma issuance and transcript production. Analyze complex material; research and interpret Faculty Senate decisions. Supervise exempt, non-exempt and casual employees. Train and provide on-going support in the use of the UDSIS advisement system. Work closely with the Registrar's systems administration unit and IT staff to test software and solve technical problems.

## Qualifications

Bachelor's degree, Master's degree preferred, and four years progressively responsible job-related experience. Experience with PeopleSoft Administration and Microsoft Office tools highly desired. Requires both broad and detailed knowledge of University policies and procedures, particularly with regards to academic advisement, degree audit, graduation requirements and transfer credit. Requires effective interpersonal, supervisory, and customer service skills and the ability to work effectively with a wide

range of constituencies in a diverse community and rapidly changing technical environment. Ability to make administrative/procedural decisions and effectively plan and organize work in order to meet goals in a timely manner. Must be able to quickly analyze and solve problems in order to respond to the needs of the University community. Must have strong management skills and demonstrated project management experience and a proven ability to offer technical solutions and designs to solve business problems.