



Classification Description

Job Title: Assistant Registrar

Pay Grade: 111

Job Code: 3979

FLSA Status: Exempt

Job Purpose

This position is specialized and technical work providing functional support in the Office of the Registrar. Work is complex in nature and requires collaboration, independent analysis, and decision-making. This position is responsible for maintaining various software programs such as: Acalog; Curriculum, Advising, and Program Planning (CAPP); Curriculog, and ensuring compliance with the Statewide Course Numbering System (SCNS). The Assistant Registrar also provides essential services in support of academic success through maximizing degree evaluation system functionality, understanding of transferability of coursework, degree completion requirements, degree audit system functionalities, and Florida State Statutes and College policies. This position sets the tone for a student-centered, high performance culture that emphasizes excellence in service, quality, productivity, and standards.

General Responsibilities

Essential Functions

Performs data entry and maintains accurate records in Acalog, CAPP, and Curriculog.

Maintains and tests coding language and rule tables in CAPP to ensure information is reflective of the current College catalog.

Analyzes system data and responds to needs of various departments as they relate to degree evaluation systems and curriculum planning.

Serves as backup for the auto-grad process.

Coordinates initial curriculum review. Responsible to retrieve and review the completeness and impact of curriculum proposals. Shares pertinent observations and impact with appropriate constituencies and assists with resolutions where necessary. Attends Curriculum Committee meetings.

Maintains a policy and procedure manual for Acalog, CAPP, and Curriculog.

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Serves as the official liaison between the Office of the Registrar and the Curriculum Committee chair. Serves as a resource for questions relating to historical curriculum data and changes.

Manages the process of updating and publishing the College's official catalog, coordinating with all departments, College-wide.

Maintains current and accurate program and course data within the master catalog in the Banner system including course additions, deletions, corrections, prerequisites, and updates, based on Banner roll dates for term scheduling. Adjusts course and program data in Banner and in the College Catalog including any memos issued by Academic Affairs.

Represents the College when working with vendors to implement, develop and maintain Catalog software and course information database. Redesigns the College Catalog interface and implements other changes to the College Catalog, as needed.

Communicates with staff to ensure effective implementation of relevant course and catalog updates.

Collaborates with staff, faculty, administrators and internal departments to research and resolve complex system issues related to student records, including transfer and institution coursework, as the information is applied in CAPP.

Assures the accuracy and timeliness of all curriculum and program information (including general education).

Submits updated course files to the SCNS for State approval following Curriculum Committee approval. Serves as the official institutional contact with SCNS (on behalf of the Registrar) and ensures compliance with applicable statutes and rules. Notifies relevant College constituents of changes by SCNS associated with FSW's curriculum/course submissions.

Additionally, as a team member within the Office of the Registrar, this position cross-trains in areas relating to transcript/records, registration, commencement/graduation, and state reporting.

Assists the Associate Registrars and Registrar with projects and initiatives, as requested.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education.

Three (3) years of full-time related professional work experience.

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Possess strong analytical skills, attention to detail, problem-solving and interpersonal communication skills.

Demonstrated experience using the Microsoft Office Suite.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

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Work Conditions/Physical Demands/Special Conditions

- Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
- Environmental: Normal general office.
- Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: October 29, 2021. Revised: July 15, 2022, December 12, 2022, January 5, 2023, July 1, 2023, and July 25, 2023.