# FACULTY AND STUDENT SERVICES JOB FUNCTION

## Registrar Family

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| 58E   | Registrar Management II | Bachelor’s degree 7+ years of registrarial management experience | The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed. | IMPACT Significant impact on operations, resources, or University’s reputation  
SCOPE Typically manages the registrar function for a school with 700 - 1000 students or has program responsibility for a school with approximately 1500 students | RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.  
GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.. |