## FACULTY AND STUDENT SERVICES JOB FUNCTION

### Registrar Family

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| 56E* or 56N | Registrar Officer I/ Supervisor II | Bachelor’s degree  3+ years relevant experience  Supervisory experience | • Responsible for a specific operational function such as IT, Communications etc.  
• Develops departmental procedures  
• Analyzes statistics, and creates strategies to make the registrars office more efficient and customer oriented | IMPACT Some impact on operations, resources, or University’s reputation  
SCOPE Provides comprehensive registrarial work for a school | RECEIVED  
**Under General Direction:** Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
**GIVEN**  
**Individual Contributor:** Works independently or as part of a team to achieve results.  
**AND/OR**  
**Supervises:** Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |

*Exemption status is determined by FLSA testing

**NOTE:**

1. Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
2. Grade Recommendations based on comparative review/analysis of internal positions and external market data.
3. E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion