**Registrar Family**

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| 55N   | Registrar Supervisor I | Bachelor’s degree 2+ years applicable experience | • Provides general and program information and advises students on course offerings, tuition and registration deadlines and advises students and parents about the institution’s regulations  
• Assists with course scheduling, planning and logistics  
• Manages student/course databases and trains database end users  
• Assists in designing and developing new course management database system  
• Generates class lists, grade reports, and statistical reports  
• Prepares reports to ensure students are meeting degree and credit distribution guidelines  
• Coordinates final exam schedule, take home and special exams (e.g., ADA accommodations)  
• Coordinates large-scale mailings and communications to students; leads course material ordering and distribution  
• Maintains course archives and produces course offerings/ catalogs either on web or in print  
• Assists with graduation exercises logistics  

**Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55** | IMPACT  
Some impact on operations, resources, or University’s reputation  
SCOPE  
Provides support and general registrar information to others in 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  
Supervises:  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |

**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