# FACULTY AND STUDENT SERVICES JOB FUNCTION

## Registrar Family

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<th>Experience/ Education (Minimum Required)</th>
<th>Typical Duties and Responsibilities (Cumulative from level to level in each job family)</th>
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| 57E   | Registrar Management I          | Bachelor’s degree 5+ years of registrarial management experience | • Responsible for ensuring that students and parents are properly advised on the institution’s regulations and academic requirements and procedures are disseminated  
• Develops departmental policies  
• Oversees the monitoring of students’ degree progress and the processing of leaves of absence and withdrawals  
• Prepares and analyzes statistical reports on academic issues and trends  
• Identifies students in academic difficulty and consults with appropriate parties  
• Responsible for student compliance with federal and state regulations  
• Serves on school wide committees | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Typically manages the registrar function for a school with 200 - 600 students or has program responsibility for a school with over 1000 students |

**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**  
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.

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**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