JOB DESCRIPTION
Assistant Registrar

Definition of Class
This is a professional, supervisory position in which the incumbent administers and coordinates the activities of a functional support area of the Registrar’s office. The incumbent supervises assigned support staff; interprets, recommends, and executes policies; serves as a liaison and resource to students, parents, and departments; and frequently exercises discretion and independent judgment. This position reports directly to the Registrar.

Examples of Work Performed
Supervises and coordinates the activities of assigned functional support area including degree audit, academic advising, and/or customer service.

Interprets and applies State Laws, Federal laws, Boards of Trustees and institutional policies; makes recommendations concerning the development or modification of departmental policies and procedures.

Prepares various reports and analyses for administrative utilization and reporting to the Board of Trustees and other external agencies.

Monitors and provides information concerning academic regulations to students, parents, and other interested persons.

Reviews the work of subordinate staff to ensure accuracy.

Communicates with students, parents, and faculty concerning academic standing and available options.

Responds to questions concerning office policies and academic regulations.

Monitors the daily preparation and generation of deposits.

Coordinates the planning of registrations and commencements.

Coordinates the administration of degree audits and transfers.

Attends committee meetings representing the Registrar’s office, and serves as a liaison with other departments.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises and coordinates the activities of assigned functional support areas of the Registrar’s Office.

2. Communicates with students, parents, and departments regarding office policies and University regulations to ensure understanding and provide guidance.

3. Recruits, hires, trains, schedules, and evaluates subordinate staff.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Human Resource Department in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit. The incumbent is occasionally required to stand; walk; use hands to finger, handle or feel; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

- **Education:** Bachelor's Degree from an accredited college or university.

AND

- **Experience:** One (1) year of experience related to the above described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Human Resource Department in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/24/2015

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