

JOB DESCRIPTION:	Assistant Registrar		
DEPARTMENT:	Registrar		
REPORT TO:	Registrar		
EEO CLASSIFICATION:	First/Mid Officers & Managers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	# 418100	DATE APPROVED:	03-MAY-2021
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Manages daily operations and maintains academic records on students ensuring compliance with all Federal and State laws and regulations and University policies and procedures.

DUTIES:

1. Prepares and maintains the university academic class schedule. As requested by the academic department, includes creation or changes to CRNs, course registration status codes, part of term information, lab fees, cross listings, instructor, classrooms, cancellation of course, attributes, class limits, waitlist. Distributes class schedule reports for the University as needed and maintains the information booklet, etc. Process bookstore Opt-out requests.
2. Update, process, verify information, and resolves issues for transcript requests through our vendor. Verifies degree and enrollment certifications.
3. Processes record request in accordance with the Family Educational Rights Privacy Act (FERPA).
4. Supervises student employees scanning documents to student's academic file via document manager, and student change of addresses/telephone, name changes, etc.
5. Assists the Registrar in processes that could be automated within the class scheduling and registration process.
6. Supervises student employees responses to the Registrar's Office general email box.
7. Ensures student campus codes are accurate. Process grade changes and updates academic standing, Dean's and President's Lists, if applicable.
8. Implements department policies, procedures, goals, and objectives in support of University's goals and mission.
9. Manages academic registration for all students including information dissemination, all changes of enrollment and withdrawals from the University. Resolves student registration and status problems, identifies source of error, and enters system overrides for university caused errors.
10. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
11. Opens and routes mail, orders supplies, and maintains files in proper order.
12. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in Business Administration, Education, Public Administration, or closely related field plus 3 years of experience office management, customer service, or similar work involving data entry and establishing work schedules/assignments required. Registrar office experience preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of the University's registration policies, procedures, regulations, and

standards. Knowledge of the techniques and methods of data base report formatting and generation. Knowledge of the principles and concepts of customer relations and supervision. Knowledge of the operations of other student affair departments. Skill in performing detailed edit activities. Skill in working in an environment subject to frequent interruptions, changing priorities, and fixed deadlines. Skill in applying appropriate customer relations methods in a variety of confrontational situations. Skill in performing data entry/retrieval activities. Skill in establishing and maintaining effective working relationships with university staff, faculty, students, parents, other institution's personnel and other interested parties. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)