



JOB DESCRIPTION:	Registrar		
DEPARTMENT:	Office of the Registrar		
REPORT TO:	VP of Student Affairs & Enrollment Management		
EEO CLASSIFICATION:	First/Mid Officers & Managers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	173000	DATE APPROVED:	06-MAY-2021
		DATE MODIFIED:	17-MAR-2025 01-DEC-2025

SUMMARY: Manages, supervises, and evaluates daily operations of the Office of the Registrar.

DUTIES:

1. Manages, evaluates, and ensures the integrity and security of all student records in compliance with all state and federal regulatory agency standards and requirements. Oversees record management, including mid-term and final grade processes, registration, transfer evaluation, degree audits, class schedules, transfer requests, major declarations, curriculum advising and program planning. Acts as custodian of student records.
2. Ensures that all student records reflect appropriate standings e.g., academic hold, eligibility for graduation, appropriate course loads, and dis-enrollment.
3. Counsel students regarding current academic status, researches issues to determine origin and recommends corrective measures. Takes appropriate measures to assist students to rectify problem areas, refers to appropriate University personnel for resolution.
4. Responsible for the end of term processing in Banner which includes but not limited to rolling of grades to the student academic history, repeat/replacing process of a course, GPA calculations, academic standing process, President/Deans Lists, continuant term rules, student type update.
5. Submits grades to the high schools for Dual Enrollment Students and to third-party military vendors.
6. Maintains the basic course information in Banner, detail, restrictions, pre-requisites, base maintenance of course information, etc. Develops and publishes the University catalog. Coordinates production of the academic calendar.
7. Administer and maintain Degree Works to support students, faculty, and advisors in academic planning and degree completion tracking.
8. Maintains required institutional reports and prepares regular statistical reports to governing and regulating agencies.
9. Monitors and verifies student enrollment data essential for official internal and external reporting related to academic and student records including but not limited to the National Student Clearinghouse, auditors, and accreditors.
10. Maintains compliance with Family Education Rights and Privacy Act (FERPA) regulations.
11. Supervises commencement activities to ensure accuracy of rosters.
12. Participates in a variety of academic and student affairs committees to ensure integration of decisions within Registrar operations. Serves as Chair of the Commencement and Calendar committees.
13. Manages, implements, and maintains annual operating budget, submits to Vice President of Student Affairs and Enrollment Management for review and approval.
14. Works cooperatively and in conjunction with a variety of local, state, and federal agencies, universities, and other interested organizations.
15. Ensures information governance and data integrity in the Banner student and course information system.
16. 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.
17. Performs other duties as assigned.

REQUIREMENTS:

1. **Education/Background:** Bachelor's degree in related field with 7 years of experience in an academic records office in a supervisory role required. Experience with computerized student records management with the Ellucian Banner System preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of all applicable laws, standards, and regulations governing the retention and maintenance of the confidentiality of student academic records. Knowledge of the University's registration policies, procedures, regulations, and standards. Knowledge of the principles, practices, techniques, and methods of management. Knowledge of the University's policies, procedures, and budgetary requirements. Skill in interpreting and understanding financial reports. Skill in understanding and interpreting complex laws, regulations, policies, and standards. 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 able to handle multiple deadlines and maintain accuracy. 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 New Mexico driver's license.
 - b. Must pass a Defensive Driving Course within 2 months of hire date. (If applicable)

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)