



**Position Title:** Associate Registrar  
**Reports To:** Campus Registrar & Registrar  
**Classification:** Non-Exempt  
**WC Code:** 8869  
**Position Type:** Fourth Level Administrator

***Major Responsibilities:*** Support the maintenance of student's records including program, class participation, schedules, grades and graduation dates. Complete the enrollment process. Manage, evaluate and post all placement test records. Support the Campus Registrar in students status change (LOA, future start). Support the Campus Registrar in the students' schedule process.

***Specific Duties and Responsibilities:***

1. Reads, understands and complies with the University's mission, the catalog, the University's policies and procedures, the Staff Handbook and institutional effectiveness process.
2. Responds to communications (e-mail/voice-mail) on a daily basis.
3. Completes the students' registration process.
4. Ensures all documentation is completed properly for new students and kept in the academic folder. (High School Diploma, transcripts, etc.)
5. Responsible for the students' files storage and security at all times.
6. Administrates ESL placement tests to new students. Assists in the coordination of the ATB test.
7. Enters computerized student test scores.
8. Pre-schedules (set-up as future class) the remedial courses if applicable.
9. Maintains the student Academic file with the required documentation.
10. Obtains and follows-up transcripts requested/received.
11. Complies with the Add and Drop period policy.
12. Processes LOA requests.
13. Updates student's status for students returned from LOA.
14. Collaborates with the retention efforts of the University.
15. Changes the "being processed" status to "future start" of all new students, when the enrollment process is completed.
16. Generates all the correspondence related to the Office of Registrar (Ex. LOA, letters grades, Academic standing, etc).
17. Ensures that students' records are kept according to FNU's policies.
18. Participates in self studies and committees conducted by the University.
19. Performs other duties as assigned.

Note: The use of computers and college resources is limited to school business purpose. Installation of any software is prohibited.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_