



**Position Title:** Registrar Assistant  
**Reports To:** Campus Registrar, University Registrar, and Campus Deans  
**Classification:** Non-Exempt  
**WC Code:** 8868  
**Position Type:** Fifth level administrator

**Major Responsibilities:** Support the Campus Registrar and Associate Registrar’s duties.

**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 the 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.
5. Supports placement test (TABE and ESL). Assists in the coordination of the ATB test.
6. Maintains the student Academic file with the required documentation
7. Complies with the Add and Drop period policy
8. Collaborates with the retention efforts of the University.
9. Supports in the preparation of the Rosters.
10. Distributes, collects and files Final Grades Roster from the faculty.
11. Reviews and incorporates new students’ files with active student’s files.
12. Provides Financial Aid copies of Academic Status Report form for all new students.
13. Ensures that students’ records are kept according to FNU policies
14. Participates in self-studies and committees conducted by the University.
15. Support and participate in University Commencement Ceremonies.
16. 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:** \_\_\_\_\_