



Position Title: Associate University Registrar

Reports To: University Registrar

Classification: Exempt

WC Code: 8868

Position Type: Level 3 Administrator

Major Responsibilities: Assists the University Registrar in the proper functioning of the registrar's office, ensuring that the academic integrity of the institution is maintained. The Associate University Registrar also assists the University Registrar in the supervision of all Campus Registrar's offices within the department, as well as, the Office of the Record Custodian. The Associate University Registrar will also assist the University Registrar in ensuring that all duties and responsibilities of his/her staff are completed. The Associate University Registrar will follow all FNU Policies, Procedures, Rules and Regulation and the FNU Code of Ethics. As well as, Title IX, Family Educational Rights and Privacy Act, as amended from time to time ("FERPA"), Florida Information Protection Act of 2014, as amended from time to time ("FIPA"), the EU General Data Protection Regulation as amended from time to time (GDPR) and all other applicable federal, state and local laws, rules, and regulations.

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. Respond to communications (e-mail/voice-mail) on a daily basis.
3. Will assist the University Registrar to insure and coordinate that the Program Participation Agreement (PPA) which requires that the (PPA) reflects the programs approved by the USDOE to receive Financial Assistance. The specific program title needs to receive approval from the regulating entities and the University records need to reflect the enrollment of each student under the appropriate program designation. The offices of Academic Affairs, Financial Aid, and the University Registrar's office will properly accomplish this task under their jurisdiction.
4. Will assist the University Registrar and the VP of Academics in ensuring the policy and procedures for alternative high schools are followed and the list is kept up to date.
5. Will have knowledge of academic standards governing student probation, suspension, and/or expulsion. (SAP)
6. Participate, in conjunction with the University Registrar, in the set-up of academics parameters in the FNU students' managements system (Campus Nexus) like: start date-graduation date, program versions, degree audit, courses, instructors credentials, students' self-registration classes tool, etc.

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7. Participate, control and audit the University-wide master schedule every semester, in conjunction with the Academic Office, Division Heads, Department Heads, Program Directors, Vice-President of Academic Affairs, Campus Registrar's and Campus Deans.
8. Prepare internal reports to Financial Aid and Accounting as established.
9. Prepare reports for others entities as required like; tuition option, accreditors, etc.
10. Assist the Campus Registrar's with verification of eligibility for graduation
11. Will assist in the implementation of the University-wide master schedule with the University Registrar, Division Heads, the Vice-President of Academic Affairs and the Campus Deans.
12. Will participate in the design and implementation of academic policies and procedures.
13. Will assist the University Registrar in the control, supervision and training of the Registrar's office personnel in the fulfillment of academic policies and procedures.
14. Will assist the University Registrar in the supervision of the Record Custodians Office, to enforce all institutional policies and procedures for the keeping of accurate and secure records.
15. Evaluates incoming academic transcripts.
16. In leu of the University Registrar will issue official academic transcripts.
17. Ensures accuracy of students' data.
18. Will assist the University Registrar overseeing the preparation and accuracy of the Student Status Credit Report by the Campus Registrar.
19. Will assist the University Registrar in the implementation of Department of Education's policies and procedures, and enforcement of the Privacy Act.
20. Helps in ensuring the training and understanding of all University policies and procedures.
21. Continuously oversee actions for improvements at campus level sited in the University Registrar's Planning, Assessment, and Implementation Form.
22. Will assist the University Registrar to ensure compliance with licensing and accrediting organizations.
23. Maintains accurate set-up of student information within the automated system
24. Participates in the self studies and committees conducted by the University
25. Support and participate in University Commencement Ceremonies.
26. Performs any special projects assigned by the University Registrar or Vice President of Academic Affairs.
27. Performs other duties as assigned.
28. Ensure they are in compliance Title IX of Education Amendments Act of 1972.

Note: The use of computers and University resources is limited for 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.

To apply for this position please click on the link below:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>