UNIVERSITY OF SOUTHERN CALIFORNIA

Associate Registrar

Job Code: 137131

Grade: L
OT Eligible: No
Comp Approval: 1/21/2005

JOB SUMMARY:
Manages a division of the Academic Records and Registrar's Department.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

——————— Oversees the day-to-day operations of a division of the Academic Records and Registrar's Department. Ensures systems and procedures are in place to support operations. Develops and implements modified, enhanced or new systems as appropriate.

——————— Directly or indirectly manages all staff assigned to a division through subordinate managers and supervisors. Establishes divisional goals and priorities. Assesses performance and provides feedback. Counsels or disciplines as needed.

——————— Provides leadership in developing and maintaining appropriate academic standards and policies. Serves as liaison to the appropriate University committees.

——————— Ensures implementation of and adherence to academic policies. Monitors and recommends exceptions to policy.

——————— Interfaces with students, faculty, staff, administration and external inquirers to advise on policy and procedural matters relating to records and registration. Resolves problems referred by departmental staff.

——————— Assists the Dean in developing short and long term budget projections and plans.

——————— Participates in the development and maintenance of mainframe computer support and microprocessing systems, including in-house computer networks.

——————— Takes responsibility for major projects assigned by the Dean. Plans, delegates, monitors and reports on progress.

——————— Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, etc. Represents University and/or unit, as assigned or appropriate.

——————— Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.
Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  
- [ ] No  
- [x] Yes  
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Master’s Degree

**Minimum Experience:**
- 5 Years

**Minimum Field of Expertise:**
- University Administration/Records and Registration

**Preferred Education:**
- Doctorate

**Preferred Experience:**
- 7 Years

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Communication -- written and oral skills
- Conceptualization and design
- Conflict resolution
- Consulting
- Curriculum development
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Managerial Skills
- Marketing
- Negotiation
- Networking
- Organization
- Planning
Problem identification and resolution
Project management
Public relations
Public speaking/presentations
Research
Scheduling
Staff development
Statistical analysis
Teaching/Training

Supervises: Level:
Manages through subordinate supervisors

SIGNATURES:

Employee: ________________________________ Date: ________________________________

Supervisor: ______________________________ Date: ________________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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