UNIVERSITY OF SOUTHERN CALIFORNIA

University Registrar

Job Code: 137136

Grade: 00
OT Eligible: No
Comp Approval: 5/1/2015

JOB SUMMARY:
Directs the operation and activities of registration, curriculum, academic review and retention, classroom scheduling, petition services, articulation services, and degree audit services. Determines policy, designs operational strategies, and advises senior management of all academic records and registration issues. Reports directly to the Vice President of Admission and Planning/Dean of Academic Records.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Develops long-term strategic planning for registration, class enrollment, grading, academic revisions, transcripts, degree audits, class scheduling, diploma issuance, data maintenance and reporting.

Collaborates with senior management in development and maintenance of academic standards and policies. Serves as the central university advisor for academic systems integrity, storage and retrieval of scholarly records.

Develops, designs and implements faculty mandated curriculum changes and renovations.

Conceptualizes and administers information systems that provide innovative service enhancements in registration services.

Directs the development and maintenance of information systems and procedures to ensure accurate data and timely access to information.

Provides special expertise and counsel to the Office of Admission, university committees, and academic units to assist in the development of comprehensive transfer programs.

Directly or indirectly supervises all staff assigned to unit, usually through subordinate managers and supervisors. Determines staffing needs based on goals and objectives of unit. Determines and/or recommends unit salary administration including raises, promotions and reclassifications. Approves/disapproves all work guidance actions within unit.

Oversees recruitment, hiring, orientation, training and supervision of unit’s staff. Oversees performance evaluation process, ensuring consistent use of all applicable policies and procedures. Counsels, disciplines and/or terminates employees, as required.

Directs the development and management of the operational budgets throughout Academic Records and Registrar. Monitors financial performance for variances or trends, and adjusts internal financial procedures as needed. Develops projections for short and long-term planning. Provides financial status and ad hoc reports, as needed.
Oversees and has organizational responsibility for directing and ensuring compliance in selected NCAA requirements, including student reviews, veteran certifications, catalog and curriculum guides, transfer credit equivalencies, grades and transcripts.

Leads course scheduling efforts, including the coordination of selected institutional research projects as related to academic records and registration.

Determines strategy on petition, graduation clearance and articulation protocols.

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:

- 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:**
- 7 years

**Minimum Field of Expertise:**
- Seven years in academic records and registration, with research, petitions and registration experience. Experience in computer systems, research, budget management, and administration. Demonstrated strong organizational, planning, analytical, critical thinking, strategic, collaborative, and interpersonal skills. Thorough knowledge of management principles, budgeting, finance and applicable laws/regulations.

**Preferred Education:**
- Doctorate

**Preferred Field of Expertise:**
- Advanced degree in a related field such as education, management, administration or post-secondary education

**Skills:** Other:
Analysis
Assessment/evaluation
Budget control
Budget development
Coaching
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Consulting
Counseling
Customer service
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Mediation
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Public speaking/presentations
Record storage systems
Research
Scheduling
Staff development
Statistical analysis
Storage/retrieval systems/operations
Teaching/training

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
Manages through multiple layers of subordinate supervisors.

Supervises: Nature of Work:
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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