



Position Description

General Information	
UW System Title:	Associate Registrar (B)
UW System Code:	AE223
Business Title:	Associate Registrar
Supervisor's Business Title:	University Registrar
Hours/Shift/Work Schedule:	8.0 hours per day
Check as needed:	<input type="checkbox"/> Weekends <input type="checkbox"/> Holidays <input type="checkbox"/> Evenings <input type="checkbox"/> On call <input type="checkbox"/> Varied hours
Principal Work Location:	Main Campus
Department:	Office of the Registrar
Supervisory Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Employee Category:	<input type="checkbox"/> University Staff <input checked="" type="checkbox"/> Faculty/Academic Staff/Limited
FLSA Status:	<input type="checkbox"/> Non-exempt (hourly) <input checked="" type="checkbox"/> Exempt (salaried)
Date Created/Updated:	2/16/2024
Position of Trust:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<small>(Defined as: Having property access, financial/fiduciary duties, and all executive positions)</small>	
Position of Trust with Access to Vulnerable Populations:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<small>(Defined as: Responsibilities require unsupervised or significant access to vulnerable populations, defined as minors and medical patients. For purposes of this policy, a minor is a person under the age of eighteen (18) who is not enrolled or accepted for enrollment at a UW System institution. Examples of settings with vulnerable populations include child care centers, summer camps for minors, precollege or enrichment programs, and health care facilities. For additional information, view the University of Wisconsin System Criminal Background Check Policy.)</small>	

Department Description

The Office of the Registrar serves the University by performing a wide range of functions relating to student records management and academic policy administration. Our primary mission is to ensure the accuracy, integrity, and confidentiality of student records and data. We deliver comprehensive and technology-enhanced services to all members of the University community, and we safeguard our institution and students through the consistent and equitable application of policies.

Position Summary

The associate registrar, under limited supervision from the university registrar, is the PeopleSoft Campus Solutions functional lead for the Office of the Registrar and is responsible for managing the daily operations within the office. The position supervises the degree conferral and curriculum management processes and supports 1) secure records management and 2) the registration and enrollment process. As a member of the unit's leadership team, the associate registrar ensures all processes in the office are handled in a manner that provides excellent customer service to students, faculty, staff, and alumni.

The associate registrar will resume the authority of the registrar, in the registrar's absence.

Primary Responsibilities (as a guideline, use Job Responsibilities from Job Overview section of the Job Library and support using specifics of the position)	% of Time
<p>Campus Solutions Administration</p> <ul style="list-style-type: none"> • Provide functional and technical support for Peoplesoft Student Records, Campus Community and Academic Advisement modules. • Coordinate customization requests and upgrades to the Student Information System (SIS). • Maintain the synchronization of plan codes for the UW System Electronic Application • Manage student records in PeopleSoft Campus Solutions and lead continued enhancement efforts. • Represent the Office of the Registrar on the Campus Solutions Campus Community committee. • Administer and maintain security to accesSPoint for all campus users. • Support beginning and end of term processing and other academic record functions. • Conduct testing for patches and system upgrades and assist with the continuous improvements of all student record components. • Recommend system changes and enhancements. • Create and distribute communications to students, instructors, and advisers, as needed. • Oversee PeopleSoft and other systems training for assistant deans, department chairs, instructors, advisers, and staff. • Assist with ad hoc reports for campus and office staff, as needed. 	40%
<p>Leadership</p> <ul style="list-style-type: none"> • Serve as a member of the Office of the Registrar leadership team and assume authority of registrar, in the absence of the registrar. • Manage the day-to-day operations of the Office of the Registrar. • Exercises supervisory authority, including hiring, transferring, suspending, promoting, managing conduct and performance, discharging, assigning, rewarding, disciplining, and/or approving hours worked of at least 2.0 full-time equivalent (FTE) employees. • Assists in the development of strategic planning initiatives and unit objectives to ensure appropriate use of financial, administrative, and staffing resources, and alignment with the university's strategic plan. • Together, with the university registrar, evaluate unit effectiveness and provide recommendations for process improvements and staff training needs. • Serves as the liaison to institutional stakeholder groups, representing the interests of the unit. 	25%

<ul style="list-style-type: none"> • Represent Office of the Registrar on select university-wide committees. • Ensure that registrar processes and systems align with legal and institutional requirements. • Stay informed about industry trends and best practices through participation in professional development opportunities. 	
<p>Supervise and Administer Curricular Management, Degree Audits and Degree Conferral</p> <ul style="list-style-type: none"> • Collaborate with academic department leadership to provide guidance and training on curricular related items such as adding new and revised courses/programs, analyzing prerequisite changes, and considering implications of other curricular changes. • Collaborate with the Office of Academic Affairs to ensure compliance with mandatory reporting requirements for curriculum updates. • Supervise degree audit creation and maintenance. • Supervise the graduation application, audit, and automated approval activities. • Supervise the procurement and processing of diplomas and covers. • Supervise the curriculum and graduation audit staff members. 	25%
<p>Support Administration of Student Records</p> <ul style="list-style-type: none"> • Assists in the development of enrollment and student records, as well as student information system operating policies and procedures to comply with regulations, institutional policies, and unit objectives. • Ensure the integrity, accuracy, and security of academic records of current and former students; including additions, deletions and changes to academic records. • Administer the activities associated with initiation, maintenance, and security of students' academic records. • Supervise the processing of transcript requests, in collaboration with our transcript vendor. • Support Universities of Wisconsin's Central Data Request (CDR) and National Student Clearinghouse reporting processes. 	10%

Qualifications – Knowledge, Skills, and Abilities:	
Required Knowledge, Skills, and Abilities	
<ul style="list-style-type: none"> • Bachelor's degree. • Functional experience with enterprise-level student information and course registration systems. • Proven capacity to analyze information, pinpoint issues, explore various solutions, and formulate recommendations. 	

- Proficient in interpreting policies, operational protocols, and complex regulations, enabling informed decision-making tailored to individual circumstances.
- Proficient in confidential data management, report generation, and data analysis.
- Strong organizational and time-management skills
- Excellent interpersonal, written, and verbal communication skills.

Preferred Knowledge, Skills, and Abilities

- Experience working in an Office of the Registrar or Records and Registration Office.
- Extensive functional experience with Peoplesoft Student Information System.
- Experience with data query tools.
- Proven capability to lead teams towards the successful attainment of goals and objectives.
- Experience implementing enterprise-level curriculum management software platforms.

Other – Knowledge, Skills, and Abilities:

- Job Requires Driving a State Vehicle
- Pre-employment Physical Assessment Required
- Pre-Employment Financial Check Required
- Independent travel is a core function of the job

Physical Effort/Demands:

	Never (0%)	Seldom (1-10%)	Occasionally (11-33%)	Frequently (34-66%)	Continuously (67-100%)
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (arms above your head to reach high and/or difficult areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 0-10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 11-20 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 21-30 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 31-50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Equipment Operated:

- Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices.

Working Environment:

The noise level in the work environment is usually quiet.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name

Date

Employee Signature

Date

Supervisor Name

Date

Supervisor Signature

Date