

Associate Registrar

Job Code: 0923

Salary Grade: S09

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Assists the Registrar in planning, organizing, and implementing procedures, systems, and technologies that enhance the academic records processes. Manages the broad areas of term activation, course catalog, class scheduling, enrollment processes, degree audits, enrollment verification, and academic transcripts.

- Serves as the primary backup to the Registrar and shares the responsibility for the central academic records (transcripts) and diplomas of students and alumni.
- Coordinates with Registrar to develop, manage, and evaluate the daily operations, including business processes and workflow management. Participates in the oversight, hiring, training, supervision, and evaluation of the academic records staff. Assists in developing annual goals and objectives for personnel and the office.
- Provides primary administrative oversight of the student information system as it relates to academic records. Acts as a liaison to the Colleges regarding student records. Responsible for the daily processing, maintenance, and oversight of the records on behalf of the University.
- Assists with the administrative oversight of the curriculum and related courses and oversight of related policies and procedures.
- Assists in preparing, proposing, implementing, and administering academic policies and procedures.
- Participates in the development and implementation of both long-term and short-term strategic plans.
- Prepares internal and external reports as requested, conducting periodic systems audits as well as performing other duties and projects as assigned.
- Assist with the Academic Structure and Campus Community setup and maintenance on behalf of the Student Administration System Project.
- Assists with the successful implementation of new student information systems, conversion of records, testing, and training. Provides training and security approval as needed.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months related experience in lieu of the Bachelor's degree for a total of 72 months related experience.

Experience:

Required: 24 months of related experience in leadership and/or management in student records, registration, and/or admissions.

Certifications or Licenses:

· None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge of student privacy laws
- Strong written/verbal communication skills and organizational skills
- Experience managing complex processes and multitasking
- Ability to travel seasonally and work some weekends during peak periods

Working Conditions

Physical:

Must be able to sit for extended periods of time doing work on a computer and via the telephone. Ability to engage in repetitive motions.

Environmental:

Standard Office Environment. Frequent exposure to pressure caused by deadlines and busy periods. May be required to travel. Ability to



JOB DESCRIPTION

The UNIVERSITY *of* OKLAHOMA

work effectively with a wide range of constituencies. Requires contact with other departments and university officials.

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