



Student Services Job Family: Registrar Progression

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. **A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA**

GENERIC JOB PROFILE SUMMARIES

Assistant Registrar INDIVIDUAL CONTRIBUTOR	Associate Registrar – 11454 or College Registrar – 11668 INDIVIDUAL CONTRIBUTOR	University Registrar MANAGEMENT
Counsel and advise students individually on course requirements, examination matters, grading policies, certification process, etc.	Counsel and advise students individually on course requirements, examination matters, grading policies, certification process, etc.	
Responsible for the processing of final grades, transfer credit, advanced placement test results, Dean's List, and affiliation.	Responsible for the processing of final grades, transfer credit, advanced placement test results, Dean's List, and affiliation; accountable for all changes/updates to official and unofficial transcripts for students.	
Oversee creation of academic documents such as transcripts, certifications of enrollment and degree, and diplomas; ensure documents are accurate and delivered in a timely fashion.	Ensure college and university requirements for graduation are met; determine honors and distinction for individual students.	Official custodian of academic records for all current and former students of the university; responsible for issuance of official transcripts, certification of enrollment and degree, and diplomas.
Coordinate processes and procedures concerning student enrollment, grades, registration, records, course management, and room scheduling and reporting.	Manage and coordinate processes and procedures concerning student enrollment, grades, registration, records, course management, and room scheduling and reporting.	
Assure adherence to university policy and procedure and state and federal laws.	Assure adherence to university policy and procedure and state and federal laws.	University official responsible for compliance with FERPA; responsible for compliance of university policies, state and federal laws related to student records.
Assist with analysis and management of data and preparation of reports and data files. Resolve data and data related issues.	Provide leadership in analysis and preparation of reports and data from variety of sources; lead efforts to collect and analyze data requirements; implement solutions and approaches for data delivery.	University official responsible for compliance of university policies and protocols related to use, dissemination, security, and privacy of student data.

Assistant Registrar INDIVIDUAL CONTRIBUTOR	Associate Registrar – 11454 or College Registrar – 11668 INDIVIDUAL CONTRIBUTOR	University Registrar MANAGEMENT
Participate in business process evaluation, enhancement, and re-design efforts that integrate new technologies.	Lead process re-engineering and re-design efforts to integrate new technology; implement improvements in procedures and processes.	Identify conceptual and imaginative technology solutions to enhance business processes, procedures, and delivery of data that support university's academic and administrative policies and delivery of service to students, faculty, and staff.
Oversee collection, creation, updates, and maintenance of course data. Ensure accuracy; understand relationship to functions such as enrollment and grading		Responsible for master curriculum file that supports enrollment of students in classes and grading.
Oversee class and exam scheduling; coordinate schedule of classes among university's schools and colleges; adhere to university policies related to class meeting times, final exams, etc.		Responsible for class and exam schedules that adhere to faculty senate policies on examinations and teaching times.
	Coordinate and manage production of university publications such as Courses of Study, Course and Time Roster, Academic Planner, etc.	Responsible for publication of documents such as Courses of Study, Course and Time Roster, Academic Planner.
Work collaboratively with staff in offices throughout the university including areas such as colleges and schools, Bursar, Financial Aid, Admissions, CIT, and IRP	Work collaboratively with staff in offices throughout the university including areas such as colleges and schools, Bursar, Financial Aid, Admissions, CIT, and IRP	Establishes and maintains collaborative and effective working relationships with academic and administrative leaders throughout the university.
	Support systems that ensure compliance with external academic eligibility reporting such as NCAA, Veterans Administration, etc.	University official responsible for certifying academic eligibility of student athletes, veterans, etc.
	May be responsible for supervising staff and student employees; manage all hiring, cross-training, professional development, performance reviews and office budget.	Oversee the University Registrar's Office and staff; oversee hiring, training, professional development, performance reviews and develop budget.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11453 ASSISTANT REGISTRAR, BAND F	11454 ASSOCIATE REGISTRAR, BAND G 11668 COLLEGE REGISTRAR, BAND G	11015 UNIVERSITY REGISTRAR, BAND I
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Bachelor's degree or equivalent; 2 but less than 4 years of experience or equivalent	Bachelor's degree or equivalent; 3 but less than 5 years of experience or equivalent	Master's degree or equivalent; 5 but less than 7 years of experience or equivalent
IMPACT	Moderate impact	Substantial impact	Significant impact
CONTACTS - INSIDE	Provide guidance Coordinate activities Contact dealing with highly sensitive matters	Provide guidance Coordinate activities Frequent contact dealing with highly sensitive matters	Coordinate major activities Frequent contact dealing with highly sensitive matters
CONTACTS - OUTSIDE	Provide and/or receive guidance, advice or information that must be analyzed and developed by the position Contact dealing with highly sensitive matters	Provide and/or receive guidance, advice or information that must be analyzed and developed by the position Frequent contact dealing with highly sensitive matters	Provide and/or receive guidance, advice or information that must be analyzed and developed by the position Frequent contact dealing with highly sensitive matters
CONTACTS - STUDENTS	Contact dealing with highly sensitive matters	Frequent contact dealing with highly sensitive matters	Frequent contact dealing with highly sensitive matters

FACTOR PROFILE	11453 ASSISTANT REGISTRAR, BAND F	11454 ASSOCIATE REGISTRAR, BAND G 11668 COLLEGE REGISTRAR, BAND G	11015 UNIVERSITY REGISTRAR, BAND I
SUPERVISION	Provide day-to-day supervisory direction to employees within the department	Responsible for providing supervisory direction to other supervisors	Responsible for providing supervisory direction to other managers
COMPLEXITY	Frequently required to adapt, combine, or make improvements to services, products, processes or programs. Work requires reasoning skills and judgment	Frequently required to adapt, combine, or make improvements to services, products, processes or programs. Work requires reasoning skills and judgment	Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs. Work requires conceptual and imaginative thinking in a highly complex and unchartered environment
LEVEL OF DECISION MAKING	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students	Responsible for making decisions concerning policy-setting, research, planning or students
FREEDOM OF ACTION	General supervision Some interpretation of established work policies and procedures is required	Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices	Little direct supervision Considerable latitude for exercising judgment and self-direction
EFFECT OF DECISION MAKING	Directly affect several departments Significant effect on students and employees	Directly affect entire college or school administrative unit Significant effect on students and employees	Directly affect entire college or school administrative unit, or university Critical effect on students and employees
WORKING CONDITIONS	Normal working conditions, including no exposure to hazardous conditions/materials/equipment.	Normal working conditions, including no exposure to hazardous conditions/materials/equipment.	Normal working conditions, including no exposure to hazardous conditions/materials/equipment.