



USC University of
Southern California

University Registrar Job Description

JOB INFORMATION

<i>Job Code:</i>	137136
<i>Job Title:</i>	University Registrar
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through multiple layers of subordinate supervisors.
<i>Job Family:</i>	Academic Review/Counseling
<i>Job Family Group:</i>	Academic Advising and Career Counseling
<i>Management Level:</i>	4 Administrator

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 QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Master's degree		
	X	Doctorate	Education	Or
	X	Doctorate	Management	Or
	X	Doctorate	Post-Secondary Education	Or
	X	Doctorate	in related field(s)	

Additional Education

Check here if experience may substitute for some of the above education.

☐ Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		7 years	in academic records and registration, with research, petitions and registration experience.	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

☐ Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience in computer systems, research, budget management, and administration.
X		Demonstrated strong organizational, planning, analytical, critical thinking, strategic, collaborative, and interpersonal skills.
X		Thorough knowledge of management principles, budgeting, finance and applicable laws/regulations.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
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.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	notified to assist in the emergency response efforts, and mobilize other staff members if needed.		as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.