Position Information

Job Title	Associate Registrar
Requisition Number	06326
Full Time/Part Time	Full Time
Job Description	Job Summary: - Oversees the daily management of the Registrar's Office and staff to include registration, class schedule and university catalog. Assists with goal setting and planning. Oversees management of technical systems and other registrar-related work assignments. Collaborates in the continuing implementation and optimization of systems supporting student registration and records. Duties and Responsibilities: - Establishes, updates and reviews policies and procedures to ensure compliance. - Provides assistance and advice to Registrar and senior university administrators on key policy initiatives. - Compiles, generates and updates reports and surveys containing enrollment data. - Maintains compliance with established record release procedures, including the Family Rights and Privacy Act (FERPA). - Collaborates with other offices to assist with resolutions of student registration and record problems. - May participate in activities related to course scheduling and maintaining the master course file. - May monitor and revise the content of the Registrar's Office web pages and other communication materials. - Represents the Registrar's Office in committees, works collaboratively with academic administration and non-academic units within the University. - Provides technical and analytical support in the development and implementation of strategies related to records management. - Performs all other duties as assigned.
About UHD	**Vision 2020** The University of Houston - Downtown will be a premier city university where all students will engage in high-impact educational experiences and graduate with 21st Century skills. **About the University of Houston-Downtown:** Founded in 1974, UHD is an urban university with nearly 13,000 students and more than 30,000 alumni. UHD is ranked 37th nationally for graduating both Hispanic and African-American students with bachelor's degrees and is a federally qualified Hispanic Serving Institution (HSI) and a Minority Serving Institution (MSI). The University is dedicated to

	integrating teaching, service and research to prepare students for success in a dynamic global society. UHD is the second largest, four-year, public university in Houston and is a separate university within the University of Houston System. UHD has been recognized as one of the most ethnically diverse liberal arts institutions west of the Mississippi and is located in the fourth largest city in the nation, home to 26 Fortune 500 companies and other world-class institutions. The campus is located in the central business district near three professional sports stadiums and the dynamic Theatre District. **Awards and Recognition 2012:** In 2012 UHD was the only public Texas university named to the President's Higher Education Community Service Honor Roll With Distinction by The Corporation for National and Community Service (CNCS), recognizing outreach efforts and thousands of hours of community service by students. In addition, the University was recognized by G.I. Magazine as one of the top Military Friendly schools in the nation in 2011 and 2012 for support of veterans.
Requirements	Education: - Baccalaureate Degree Experience: - Minimum of four (4) years of experience in student's records and registration in a higher education setting. Experience with student information system.
Preferred Qualifications	
Position Type	Staff
Notes to Applicants	An application, resume, and cover letter are required. This is a security sensitive position; a complete background investigation is required. In accordance with H.B. #558, Selective Service Registration may be required. Offer of employment contingent upon verification of individual's eligibility for employment in the United States. The University of Houston-Downtown is an Affirmative Action/Equal Opportunity employer and does not discriminate on the basis of race, gender, age, color, religion, national origin, disability, sexual orientation or veteran status in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by all applicable laws and regulations. Women, minorities, veterans and individuals with disabilities are encouraged to apply.
Job Open Date	04-25-2013

Expected Closing Date On or Before	Open Until Filled
Documents that must be attached with this posting	Resume Cover Letter