

DIU – Dallas International University
Associate Registrar
Job Description

TITLE

Associate Registrar (Full-time position)

PRIMARY FUNCTION

The Associate Registrar is to assist the Registrar to oversee the administration of the DIU Registrar's Office dealing with the registration of students in DIU programs, the keeping of student records and the dispatching of transcripts and grade reports. The Associate Registrar will also learn all aspects of the Registrar's position, so that he/she can act as Registrar at any time.

AUTHORITY

The Associate Registrar is appointed by the President and is responsible to the Registrar.

MAJOR DUTIES AND RESPONSIBILITIES

1. To assist the Registrar to oversee the operations of the Registrar's Office
2. To assist the Registrar to direct the preparation and dissemination of student transcripts
3. To assist the Registrar to oversee the security and confidentiality of the student records in accordance with FERPA guidelines
4. To assist the Registrar to oversee the maintenance of the student enrollment and database records
5. To assist the Registrar to provide enrollment reports as needed
6. To assist the Registrar to analyze statistical data on enrollment for administrative use
7. To assist the Registrar in preparation of statistical reports on educational activities for government and educational agencies
8. To assist the Registrar to formulate and interpret registration policies to faculty and students
9. To assist the Registrar to develop and maintain Registrar forms
10. To assist the Registrar to compile information on courses offered, scheduling, calendars in preparation for registration
11. To assist the Registrar to direct and coordinate ongoing registration activities
12. To assist with comps exam lists, graduation lists, commencement lists, degree audits and awards of degrees and certificates
13. To assist the Registrar to do an annual review of the DIU web page information, Catalog, and other materials in print to make necessary revisions
14. To assist the Registrar to oversee the technical aspects of the office computers and the appropriate programs to be used for admissions, record keeping, reports and grades
15. To maintain good public relations with students, families, school administrators and colleagues around the world through proper telephone technique, email correspondence, and complete record keeping

COMMUNICATIONS

Internal

Regular interaction with the Registrar; Frequent interaction with Student Services Personnel, Academic Affairs Office, and faculty.

External

Network with those whom we have a cooperative agreement to ensure smooth working of that agreement.

JOB SPECIFICATIONS

Education/Experience.

Bachelor's degree.

Job-related Skills

Ability to investigate and analyze information and draw conclusions; Willingness to learn and follow rules, regulations, and laws regarding student records. Database management skills. Excel and Office 365 experience is helpful. Training will be provided for specific duties.