

Assistant Registrar for Academic Records

Detailed Job Description:

Plans, organizes and directs the operations and activities in the Academic Records area of the university registrar's office; analyzes and develops operational policies, procedures and systems for the units within area of responsibility; develops budget and staffing recommendations for projects and operations and adheres to approved allocations; develop and oversee performance management for staff; interviews, hires and ensures that appropriate training is in place for new staff;

Duties:

- 50% ensures proper supervision of the operations for the units within area of responsibility; analyzes workload and flow; makes adjustments to staffing configurations as needed and ensures that appropriate job priorities and goals are set; ensures quality service monitoring is being done on a periodic basis and uses information gained to implement changes for improvements; consults periodically with the (Senior) Associate Registrar to discuss general operational objectives of units within area of responsibility; keeps (Senior) Associate Registrar informed on status and results of assigned projects; acts as project leader for adjustments to existing systems including Peoplesoft and helps plan major systems developments; coordinates monitoring of scheduled and ad-hoc system processes and acts as liaison with the Office of Information Technology;
- 30% meets with college office representatives and officials from other university offices to solve problems and explain operational policies and procedures; participates in meetings of project teams geared towards the development of computer and/or manual systems; articulates office and University policies and standards for computer systems; determines needs and objectives relative to unit; draft reports and proposals in support of policies, procedures and systems; makes necessary changes to operational policies and procedures and ensures they are properly implemented; ensures documentation of new and existing policies and procedures are in place and accurate; analyzes and makes recommendations concerning office/university-wide programs, operational policies and procedures to the Registrar; represents the office and the University at meetings of state and professional associations;
- 15% works with staff to develop an appropriate performance plan; provides on-going coaching and constructive feedback and develops recognition/reward standards for units within area of responsibility; conducts evaluations in accordance with performance management policies; interviews and hires staff; ensures that appropriate training and orientation is in place; provides guidance to supervisors in units within areas of responsibility on developing strategies for resolution of personnel problems; approves leave requests for staff;
- 5% other duties as assigned

Experience:

Bachelor's degree in education, public administration, business administration or related field; Master's degree preferred; considerable experience in student services and records management; experience in a progressively responsible supervisory capacity desired.

Target Hiring Range: \$48,000 - \$50,000

Apply Online: www.jobsatosu.com

More Information: Jack Miner, miner.10@osu.edu