



JOB DESCRIPTION

Position Title	Manager, Registrar Office
Department	Academic Systems
Reporting To	Assistant Registrar / Associate Dean for Academic Systems and University Registrar
Type of Position	Full Time

POSITION DESCRIPTION

The incumbent's primary duties include working closely with Assistant Registrar and overseeing key academic and administrative processes including course projections, course scheduling, enrollment management, attendance audits, degree audits and academic records maintenance. This role collaborates with faculty, students, program directors and other university offices to ensure the smooth operation of academic systems and compliance with accreditation standards. In addition to the responsibilities outlined above, the Manager will oversee with routine daily tasks and serve as a key resource, communication and referral point for all inquiries related to the duties and responsibilities related to academic systems. The Manager will also assist the Assistant Registrar in various projects and assignments

MAJOR DUTIES AND RESPONSIBILITIES

- Oversee the planning and execution of the class schedule, ensuring alignment with program curricula and university policies.
- Manage course enrollment processes, including executing Add/Drop forms, Transfer of Credit requests, and ensuring effective seat distribution according to demand and program grids.
- Conduct degree audits for students pursuing majors and minors, ensuring accurate tracking of graduation status and completion of program requirements.
- Develop and update semester-related content, including enrollment guidelines for students, academic advisors, and faculty.
- Produce key reports, such as course projections/demand, learning spaces utilization and faculty teaching load reports.
- Maintain PeopleSoft Campus Solutions modules (Curriculum Management, Enrollment, Transfer of Credits, Advisement).
- Maintain and update degree requirements on Stellic, the student advisement and degree tracking application.
- Ensure compliance with institutional policies, regulations, and academic records standards, maintaining accurate and up-to-date student records.
- Ensure timely implementation of decisions of Board of Faculty and Academic Council related to academic systems
- Provide orientation to new faculty and academic staff regarding academic systems and processes.
- Serve as a primary contact for student and faculty inquiries related to course offerings, major/minor requirements and enrollment processes.
- Coordinate with internal departments, including academic programs and IT, to ensure smooth operations and timely resolution of issues.
- Assist in the preparation and submission of reports required for accreditation and university compliance.
- Work on the automation of processes and the development of dashboards.
- Perform other tasks as assigned by the Assistant Registrar and University Registrar.

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REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none">✓ Master's degree or 16 years of education (preferably in Computer Science).✓ Strong organizational, communication, and interpersonal skills.✓ Detail-oriented with the ability to handle multiple tasks and meet deadlines.✓ Knowledge of university policies and accreditation standards.✓ Proficiency in PeopleSoft Campus Solutions and Microsoft Power BI (preferred)
Required Experience	At least 3-5 years of experience in academic administration, with a focus on class scheduling, enrollment, academic records and registrar's office operations.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Data Management	High
2.	Knowledge of Accreditation Standards	Medium
3.	Problem-Solving	High
4.	Supervision	High
5.	Communication Skills	High
6.	MS Office (especially MS Word and Excel)	Medium

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