



Office of the Registrar
Department of Enrollment Management
Division of Student Affairs & Services
University of Cincinnati
PO Box 210060
Cincinnati, Ohio 45221-0060

Assistant Registrar

Detailed Job Description:

Manages the following sections of the Registrar's Office student records area: student academic data entry and maintenance, residency/reciprocity determination, degree conferral and diploma distribution, veteran education benefits certification and selective service registration monitoring. Liaison to One Stop Student Service Center. Assists the Associate Registrar for Student Records and the University Registrar in designing policies, strategies and training. Responsible for sectional personnel decisions, including new hires selection and performance evaluation. Coordinates the activities of seven full-time staff.

Duties:

- 25% Student Academic Data Entry and Maintenance
Manages the entry and maintenance of demographic data into the UniverSIS student record database to maximize identification of critical elements necessary for state subsidy reporting including program of study, academic status notations and selective service rules compliance.
- 25% Degree Conferral and Diploma Distribution
Manages all office per-quarter activities for degree conferral certification and diploma distribution, including potential graduate data entry, college certification UniverSIS entry, diploma printing and mailing coordination. Member of the University Commencement Committee.
- 20% Residency/Reciprocity/Metropolitan Rate for Tuition Purposes
Manages review of Ohio residency, Kentucky tuition reciprocity, or graduate metropolitan rate eligibility for all newly-admitted students. Manages review of all continuing student residency reclassification requests. Coordinates denial appeals process.
- 20% Veteran Education Benefits
Manages the certification of students seeking veterans' educational benefits. Manages all reporting to the State Approving Agency and Veterans Administration regarding the certification of those benefits.
- 10% One Stop Student Service Center Support
Liaison to the One Stop Student Center including USA staff training, student referrals, and the research and resolution of student record issues.

Experience:

Bachelor's degree with three (3) years experience; -OR- Associate's degree with five (5) years experience; -OR- seven years experience. Experience must be in related field. Experience must include one (1) year supervision.

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