

Job Posting



THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO

OFFICE OF HUMAN RESOURCES – MSC 7972
ADMINISTRATION BUILDING
7703 Floyd Curl Drive, San Antonio, Texas 78229-3900

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
SMOKE FREE ENVIRONMENT

Position Information

Job Category	Professional & Managerial
Requisition Number	20082840
Job Title	Registrar
State the purpose of this position:	<p>The Registrar is the chief administrative officer charged with the responsibility of maintaining admissions credentials and academic records for The University of Texas Health Science Center at San Antonio. Direct supervision of Associate Registrar , Assistant Registrars, Administrative Assistant I and Coordinator of Official Publications. Indirect supervision of all other staff within the office. This position interacts with key administrators on and off Chairpersons, UT System, Texas Higher Education Coordinating Board, and Veteran's Administration, various admissions application providers, & contractors which provide services to the university and specifically to the Registrar.</p>
Job Duties	<p>Lead- Enforce compliance with local, state, and federal laws and/or policies. Provide safeguards against fraudulent records. Provide staff with supervision and opportunities for professional development. Provide policy and procedure to direct staff in performance of student records and admissions responsibilities.</p>
Duties 2	<p>Communicate- Communicate with prospects, applicants, students, faculty, administration and staff about admission, registration, and graduation policies and procedures. Publish university catalog, prospect/applicant view book, academic calendar and schedule of classes. Disseminate reports and statistical information about UTHSCSA students and applicants to local, state, and federal entities.</p>
Duties 3	<p>Plan- Develop and recommend policies and procedures in collaboration with administrators throughout UTHSCSA. Advise administration on issues related to admissions and student enrollment. Investigate new technologies to benefit the HSC community.</p>
Duties 4	<p>Organize- Develop university catalog, prospect/applicant view book, academic calendar, and schedule of classes. Compile reports and statistical information for local, state, and federal entities.</p>
Duties 5	<p>Implement- Provide services in person and online to prospects, applicants, students and teaching faculty at UTHSCSA. Provide for the security, confidentiality, maintenance of student records. Provide new technologies to assist HSC community access student and applicant information. Provide for the collection, evaluation, security, and maintenance of application for admission. Record and implement admissions decisions for programs at UTHSCSA.</p>
Minimum Education and Experience Requirements	<p>Bachelor's degree in related field with five years of experience to include one year of supervisory experience.</p>
Preferred Qualifications	<p>Bachelor's degree required and Master's degree preferred.</p>

Base Monthly Salary (if monthly paid)	Competitive
Base Hourly Wage (if hourly paid)	
Number of Work Hours per Week	40 hours weekly (normally)
Benefits Eligible?	Yes
Work Location	Main Campus (7703 Floyd Curl Dr.)
Is this position required to drive a UT vehicle?	No