

**ASSOCIATE REGISTRAR (ADMIN II - EXEMPT), RECORDS & REGISTRATION POSITION:
FULL-TIME, PERMEANT
JOB #: 3132**

Deadline to Apply

Review of applications will begin 04/02/2018, and the position will remain open until filled.

Salary Range and Max Salary

Salary is commensurate with experience

Major Duties

Under the general direction of the Registrar, this position provides operational leadership for registration, graduation evaluation and customer service. This position makes discretionary decisions in conjunction with their responsibilities. This position is responsible for analyzing, developing and implementing complex technical operations related to registration functions that have a broad impact on students and academic departments.

The Associate Registrar assesses, formulates and evaluates technical functionality of the Peoplesoft student Administration system as well as processes to ensure compliance with enrollment and course withdrawal policies; Conducts strategy and operational assessment of data setup, cross field functionality, and coordinates with SIS analysts to test data processes in a test environment of the features and functionality; Recommends changes to manage registration and enrollment activity in an efficient manner; Monitors and reviews all processes and registration functions to ensure that data is processed correctly and desired results are achieved; Analyzes current business processes and recommends data and process enhancements. This position also independently runs complex processes including enrollment appointments, holds, disqualification, remediation, wait listing, repeat checking, remediation updates, and others.

Qualifications

Required Education: Bachelor's degree from a four-year college of university or its equivalent.

Required Experience: Five years of responsible, related professional experience including or supplemented by two years of progressively supervisory and/or management experience. Proficient in the use of on-line student information systems.

Required Knowledge, Skills, and Abilities:

Ability to: plan, organize and work independently; ability to analyze administrative, organizational and personnel management problems to reach practical and logical conclusions and to put effective changes into practice; ability to establish management goals and follow through on their implementation; ability to respond positively to changing or challenging situations; ability to develop and maintain effective, cooperative and harmonious working relationships in circumstances which may involve the denial of requests or the necessity to persuade others to accept a different point of view.

Certification: Valid drivers license

For more information or to apply, please visit <https://www.csudh.edu/hr/job-opportunities/> or contact Human Resources Management at (310) 243-3771.

**California State University,
Dominguez Hills**

Human Resources Management
1000 East Victoria Street, Welch Hall 340
Carson, CA 90747
Mainline: (310) 243-3771

Office Hours:

Monday – Friday, 8AM-5PM

Human Resources Management is committed to providing high quality, measurable and significant customer service to our constituents. Timely and accurate information that will help enhance employee morale will be available as needed and as requested. Department Staff will work cooperatively with all members of the University Community to achieve these objectives.

California State University, Dominguez Hills, is an equal employment opportunity employer, and is strongly committed to achieving excellence through a diverse workforce. The University actively encourages applications of all qualified individuals.

In addition, CSUDH is also an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

CSUDH is a Smoke and Tobacco Free Environment. To learn more, please visit: <https://www.csudh.edu/breathe-freely/presidents-message/> for Executive Order 1108.

For more information about California State University, Dominguez Hills, please visit <https://www.csudh.edu/visitus/>