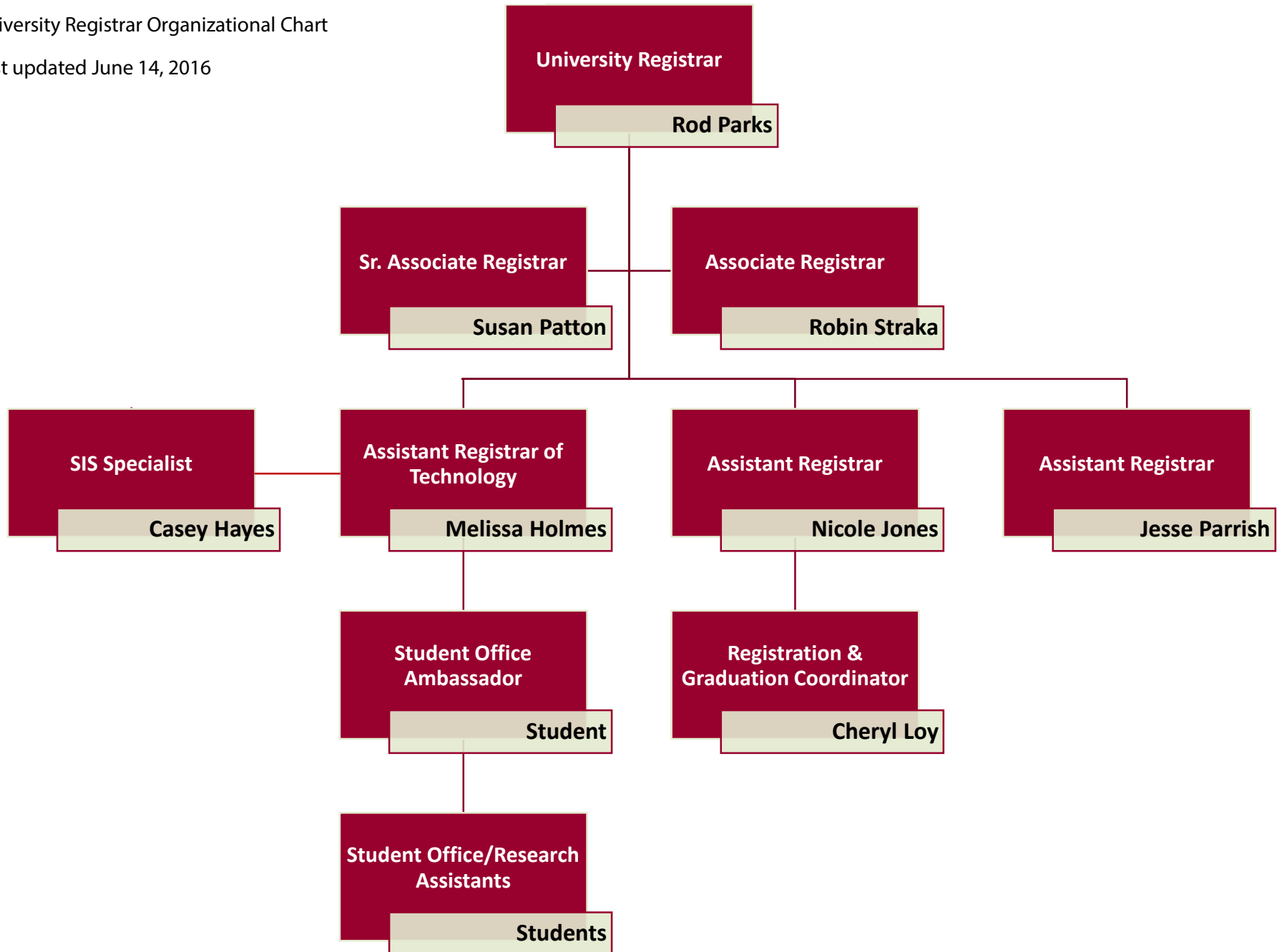


ELON UNIVERSITY

University Registrar Organizational Chart

Last updated June 14, 2016



Abbreviated Job Descriptions

University Registrar: The Registrar directs the activities of the Office of the University Registrar in accordance with the university's mission. Specifically, the Registrar supervises office personnel; approves and publishes the academic calendar and master schedule of classes; oversees the evaluation of academic records for credit transfer and graduation; and directly advises and mentors students. The Registrar coordinates the publication of the Registrar's Report, an annual summation of demographic, academic, and enrollment data, and also directs Elon's unique three-week Winter Term and two-session Summer College. Importantly, the Registrar is expected to promote and publicize programs related to academic affairs and cultivate inter-office collaboration.

Senior Associate Registrar: The Senior Associate Registrar oversees the graduation audit process, which includes an evaluation of each candidate's academic record, and conducts individual advising sessions with those candidates in anticipation of commencement. The Senior Associate Registrar's commencement duties include calculating honors and preparing the commencement program. Following order of succession, the Senior Associate Registrar represents the Registrar to various constituencies as assigned and serves as acting Registrar in his or her absence. Along with the Assistant Registrar, the Senior Associate Registrar also coordinates the annual production and distribution of the official academic catalog.

Associate Registrar: The Associate Registrar executes individual and batch processes in the student information system (Colleague) related to term creation, registration, withdrawal, transfer credit, and the development of the master class schedule. In addition, he or she serves as a primary resource for the planning, implementation, and review of modifications to existing Colleague applications. The Associate Registrar maintains comprehensive knowledge of university policy and the requirements of external accrediting and review bodies, and provides recommendations to the Registrar for related policy and process improvements.

Assistant Registrar of Technology: The Assistant Registrar of Technology deploys new technologies for the Office of the Registrar and coordinates with Campus Technology Services to provide support to users of those technologies. Correspondingly, he or she is responsible for maintaining the integrity of student data, implementing process improvements, and providing recommendations to the Registrar related to leveraging technology. The Assistant Registrar of Technology creates and improves information workflows in the interest of streamlining data collection, and also collaborates with Campus Technology Services to develop process improvements.

Assistant Registrar: The Assistant Registrar is responsible for updating, collecting, and validating student data that is transmitted to campus constituents and third parties, including the NCAA, the National Student Clearinghouse, and the US Department of Education. Accordingly, he or she produces a variety of reports to inform and improve these and other processes. The Assistant Registrar is also responsible for developing communications and marketing plans to promote the activities of the Office of the Registrar; maintaining the Registrar's website and the online academic catalog; and creating presentation materials for regional and national conferences.

Registration & Graduation Coordinator: The Registration & Graduation Coordinator coordinates the execution of the two titular processes by managing the inventory of undergraduate forms, the distribution of lists, and the accuracy of the data contained therein. The Coordinator is also responsible for maintaining graduated student's files, coordinating the grading process, producing diplomas and other sensitive documents, and assisting students, faculty, and staff.

SIS Specialist: The SIS Specialist serves as the office's point of contact for inquiries related to the institution's student information system, Colleague; individual and aggregate student data curated therein; and the classroom scheduling system. The Specialist produces accurate reports on demographic, academic, and enrollment data using the reporting tool, Informer, and fluidly presents interpretations of those reports to campus partners. The Specialist also serves as backup liaison to Campus Technology Services.

Student Office Ambassador: The Student Office Ambassador fully trains all new Student Office and Research Assistants to fulfill duties as assigned, interprets and delegates instructions to those Assistants, and acts as a peer mentor. The Ambassador attends each of the office's retreats to represent the interests of Student Assistants and offer recommendations for service improvement. The Ambassador is also expected to develop a thorough understanding of FERPA and other university policies so as to effectively and accurately handle individual academic data. Special assignments are apportioned to the Ambassador at the discretion of the Registrar.

Student Office Assistant: Student Office Assistants support office staff by fulfilling routine administrative duties and providing general services to students, faculty, and staff. Assistants are expected to route unique inquiries accurately.

Student Research Assistant: Student Research Assistants conduct research in many forms under the guidance of the Registrar, with the expectation that the results will be published and inform collective conversations in higher education.