

Assistant Registrar Degree Conferral and Degree  
Applicable Credit Certification  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=231423>

Downloaded On: May. 12, 2024 2:40am

Posted Feb. 26, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Assistant Registrar Degree Conferral and Degree Applicable Credit Certification
<b>Department</b>	Registrar
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Feb. 26, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator Associate/Assistant Director
<b>Academic Field(s)</b>	Admissions/Student Records/Registrar
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/48359">https://www.ubjobs.buffalo.edu/postings/48359</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Position Summary

The University at Buffalo [Office of the Registrar](#) seeks to hire an **Assistant Registrar for Degree Conferral and Degree Applicable Credit Certification**. The Assistant Registrar is an important member of the Office of the Registrar Leadership Team, providing guidance and leadership to the office as a whole while ensuring that records related to student degree completion, and certification of degree applicable credit are accurate, and that related tools support student success and completion. This position will supervise members of the degree conferral team and will report to the Associate Registrar for Operations.

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**Key Duties and Responsibilities include:**

- Leadership, supervision, and oversight of processes related to degree conferral, degree applicable credit, and NCAA review process including compliance with federal, state, SED, SUNY and UB policies and regulations
- Degree applicable credit review coordinator for TAP and Excelsior scholarship programs, including oversight of individual student case management for degree applicable credit and configuration of the Academic Advisement Report to support calculation of degree applicable credit
- Utilize reporting tools, including InfoSource and SIRI, and Access to run, update, and develop queries to support areas of responsibility as necessary
- Build and maintain Academic Advisement Reports in HUB (PeopleSoft Campus Solutions)
- Serve on the Registrar Leadership Team and contribute to discussion on the mission and goals of the office as well as the development and implementation of office policies and procedures

**Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

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### **About The Department**

The Office of the Registrar serves as the home for student academic records and related services. We preserve the integrity of the academic record and student data while providing high quality, student-centered services. We collaborate with others across the university to support the attainment of related university goals. We are a smart, innovative team of nearly 30 which seeks to regularly improve the student and faculty services that we provide. Our office is a supportive and collaborative environment where we value and respect one another, and foster enjoyment of and pride in our work. There are many opportunities for professional development and participation on working groups and committees, as well as office activities and events. Our open office is the spacious former home of an undergraduate library, and our building shares a footprint with a food court and grocery store, as well as outdoor spaces and walking paths.

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### **Minimum Qualifications**

- Bachelor's degree
- 2 years professional work experience in advising, registrar, or other higher education field required with competencies in the following areas;
  - Strong interpersonal communication skills (written and verbal) with ability to communicate clearly and respectfully with diverse populations
  - High attention to detail
  - Strong technological competence to learn and adapt to new applications and systems
  - Demonstrated proficiency in Microsoft Office Suite
  - Familiarity in running, modifying, and/or creating reports in Microsoft Access and/or SQL
  - Ability to exercise considerable judgement and discretion in establishing and maintaining good working relationships

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**Preferred Qualifications**

- 3 or more years of degree conferral, academic advisement report encoding, degree applicable credit calculation and/or registrar-related experience
- Technical or functional experience with PeopleSoft Campus Solutions
- Supervisory experience

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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