



# HUMBOLDT STATE UNIVERSITY



## Extended Education Registrar

*(On-campus applicants only)*

*(Revised)*

**Review: October 2, 2009**

**(Job #09-51) Extended Education Registrar (Student Services Professional III) \$3,834.00 - \$5,462.00/month.** (Appointments are typically made at the beginning of the salary range.) This is a full-time, 12-month, permanent position in the Office of Extended Education.

**Duties:** Under the supervision of the Director of Extended Education, the Extended Education Registrar has primary responsibility for maintaining student records, overseeing registration procedures and providing information to students for the Office of Extended Education. Responsibilities include developing and monitoring the operational procedures for the office, particularly as it relates to course scheduling, registration, cashiering and reporting functions, while ensuring compliance and conformity with University and systemwide policies. The Extended Education Registrar acts as a liaison with other university departments in the development and implementation of departmental procedures, such as the Office for Enrollment Management, the Student Financial Services office, the Financial Aid Office, the Financial Services office, Information Technology Services and academic departments. Responsibilities also include the preparation of a variety of reports, for internal and external use, including tracking course/program enrollments and reconciling enrollments and revenues. The Extended Education Registrar responds to inquiries or complaints and resolves problems as needed. The position supervises an Associate and Assistant Registrar and administrative support assistant, collaborates with Extended Education Specialists, schedules facilities for various programs, creates course sections, processes and reviews grades and grade changes, verifies enrollments and responds to student petitions. The Extended Education Registrar also coordinates registration activities for special groups or programs, such as conferences, international students, Over-60 students, High School Concurrent students, etc. In general, the Extended Education Registrar works with students to assist them in making progress toward their educational objectives. Occasional evening and weekend work may be required to assist with on-site registration.

**Minimum Qualifications:** Education & Experience: Equivalent to graduation from a four-year college or university in a related field. Applicants must demonstrate the equivalent of at least three years of experience in professional student services work. A Master's degree in a directly related field may be substituted for one year of experience.

**Knowledge, Abilities & Specialized Skills:** Demonstrated ability to rapidly acquire a working knowledge of the duties described above; ability to analyze complex situations accurately and adopt effective courses of action; ability to apply a high degree of judgment, persuasiveness, imagination and professional skills; ability to interpret and apply program rules and regulations; ability to gather and analyze data; ability to reason logically, draw valid conclusions and make appropriate recommendations; ability to present clear and concise information orally and in written reports; ability to establish and maintain cooperative working relationships with faculty, staff, students and community members and to resolve problems of a potentially controversial nature with tact and persuasiveness. Must have demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas. Requires strong computer skills in order to extract and analyze data and prepare a variety of reports.

**Preferred Qualification:** Proficiency in navigating, entering data and running reports using PeopleSoft or a comparable student information system.

*(Continued on reverse)*

**Application Procedure:** Applicants must submit a letter of introduction, completed [HSU application](#) form, resume and contact information for three professional references (managers or supervisors who are familiar with your work) to Human Resources, 1 Harpst Street, Arcata, CA 95521-8299.

**Application Deadline:** All complete application materials received by 5:00 p.m. on Friday, October 2 will receive full consideration. Those arriving after this date may be considered if the position is still open.

Human Resources  
Siemens Hall - Room 211  
Arcata, CA 95521-8299  
(707) 826-3626 Voice & TDD  
Fax: (707) 826-3625

[www.humboldt.edu/~hsuhr/vacancies.html](http://www.humboldt.edu/~hsuhr/vacancies.html)

Email: [hsuhr@humboldt.edu](mailto:hsuhr@humboldt.edu)

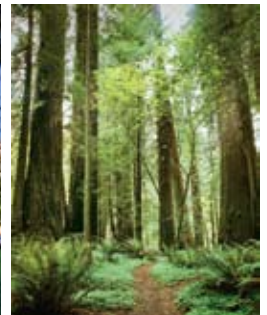
*It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.* **Class Code: 3084**

**Publication Date: September 3, 2009**

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Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).

Humboldt State University is an Equal Opportunity/Title IX/ADA Employer. Applications from and nominations of qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Humboldt State University hires only individuals authorized to work in the United States.



**Humboldt State University** is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 7,500 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.