

Assistant Registrar for Student Information System

*** Job Main Function:**

Responsible for the strengthening of the capabilities of the Student information system and technology at the Registrar's office, including student records in Banner, system development and routine problem solving. Keep abreast of innovations in the system capabilities and changes related to the PMU academic policies and regulations to ensure all student related modules are at the cutting edge.

*** Job Summary of Tasks:**

This position includes, but not limited to, the following tasks:

1. Assist the University Registrar in the maintaining the integrity of student academic records in Banner.
2. Assist the University Registrar in accurately maintaining and auditing the student academic information in Banner.
3. Assist the University Registrar in the development and production standard reports for PMU management, faculties, MOHE statistical reports ...etc.
4. To design, develop and implement student records processes and standards in Banner for use of the responsible staff at the Registrar's office.
5. Assist the University Registrar to collaborate extensively with ITD/ MIS team at PMU on recommendations for changes and future requirements for the system to meet University needs such as auto schedule database and student class registration through mobile.

6. Assist the University Registrar in the generation, management, development and review of all procedural documentation related to student records in Banner.
7. To provide, in association with ITD/MIS team, training for all end users in the Registrar's office in the areas of student records in Banner.
8. To contribute to and serve in Committees as may be required by the University Registrar.
9. Assists the University Registrar in determining & developing effective communication plan through Banner that links the student records among the related departments at PMU (Admission, Registrar, Financial Aid, Accounts receivable, Academic catalog...), in addition to describing the areas of responsibilities of each department in this regard.
10. Assist the University Registrar in Developing Data Standards manual for the student record at PMU.
11. Assist the University Registrar to encourage the faculty and students to use the online self service.
12. Assists the Registrar's office staff in registration activities such as: student course registration, master class and classroom schedules, final grades and transcript, change of college/ major, graduation and graduation requirements, leave of absence... etc.
13. Performs other related duties as required.