UNIVERSITY OF WISCONSIN-SUPERIOR
REGISTRAR
POSITION DESCRIPTION

Working Title: Registrar

Hayes Hill Title/Level: Registrar, 12-month limited appointment
Position Reports to: Assistant Vice Chancellor for Enrollment Management

Position Summary:
The Registrar ensures the integrity of student transcripts and plays a critical role in the development and execution of the institution’s registrar functions. The line responsibility of the Registrar will include planning, budgeting, organizing, managing, and assessing student records, graduation, degree audit, registration, schedule of classes, classroom scheduling, certification and transcript production.

Duties and Responsibilities:
- Administers academic rules and standards in areas that are responsibility of the Registrar.
- Responsible for all operational aspects of the Registrar’s office including records management, degree audit, grade processing, analysis of transfer credits and enrollment verification/certification including Veteran’s Affairs and athletic eligibility.
- Maintains and safeguards all student academic records and files in accordance with unit system, state and federal regulations including Family Educational Rights and Privacy Act (FERPA).
- Serves as the ex-officio member of Academic Affairs, Academic Reinstatement and Academic Credits committees and establishes a cooperative network with academic departments and campus agencies.
- Establishes and monitors registration procedures.
- Prepares and issues official transcripts to student, colleges or universities.
- Establishes and maintains master listing of course inputs from departments.
- Reviews and edits university documents and website postings to ensure accurate communication of enrollment policies and procedures.
- Evaluates and certifies graduation applications to produce commencement lists for event planning personnel to organize graduation functions.
- Provides office leadership regarding upgrades and adaptations to the student information system, student records/advising module and the transfer information system.
- Reviews and makes recommendations for technology hardware and software.
- Effectively manages human, financial and physical resources by adhering to and enforcing University policies, developing and administering the departmental budget, and following established University guidelines and procedures.
- Participates in professional organizations and University of Wisconsin System meetings and completes training and development activities.
- Completes special projects within specified duties and responsibilities as assigned.

Required Knowledge/Skills and Abilities
- Knowledge of NCAA athletic eligibility certification rules and protocols.
- Excellent written and verbal communication skills.
- Demonstrated ability to establish effective relationships with students, faculty and staff.
- Knowledge of FERPA as related to student records.
- Knowledge of databases and student information systems.

Required Qualifications:
- Master’s degree from an accredited institution.
- Five years of increasing responsibility in college records or registration and demonstrated professional involvement in the field.
- Supervisory experience.

Desired Qualifications:
- Technical proficiency in electronic document management systems, student information systems, i.e., PeopleSoft and MS Office Suite