UNIVERSITY OF WISCONSIN-SUPERIOR
POSITION DESCRIPTION
REGISTRAR

Working Title: Registrar
Hayes Hill Title/Level: Registrar, 12-month limited appointment, 1.0FTE
Position Reports to: Assistant Vice Chancellor for Enrollment Management

Position Summary:
Reporting to the Assistant Vice Chancellor for Enrollment Management, the Registrar provides, vision, leadership and management oversight for all major activities and the supervision of the staff within the Office of the Registrar. This includes managing registration, course scheduling, degree certification, transfer credit evaluation and articulation, and production of the University Catalog. This position works collaboratively with Academic Advising, Admissions, Financial Aid, and Student Success to deliver enrollment services. It also works closely with Information Technology, Institutional Effectiveness, the Bursar and Veterans and Non-Traditional Center in support of students.

Duties and Responsibilities:
1. Interpret, implement and enforce University academic policies, and 36.27 (2) Wisconsin Statutes.
2. Maintain open, positive working relationships with students, faculty and staff, and provide academic records policy and procedure interpretation and recommendations.
3. Manage all operational aspects of the Registrar’s office including records management, degree audit, grade processing, internal and external reporting functions, analysis of transfer credits and enrollment verification/certification including Veteran’s Affairs and athletic eligibility.
4. Maintain and safeguard all student academic records and files in accordance with university, system, state and federal regulations including Family Educational Rights and Privacy Act (FERPA).
5. Serve as consultant to and ex-officio member of the Academic Affairs Council, and the Academic Reinstatement and Academic Credits committee.
6. Establish and monitor registration procedures to best serve our students.
7. Prepare and issue official transcripts to students, colleges or universities.
8. Establish and maintain a master listing of courses, and manage the process to develop the semester schedule of classes with information provided by academic departments.
9. Review and edit applicable university documents and website postings to ensure accurate communication of enrollment policies and procedures.
10. Evaluate and certify graduation applications to produce commencement lists for commencement planning personnel to organize graduation functions.
11. Provide office leadership regarding upgrades and adaptations to the student information system, student records/advising module and the transfer information system.
12. Direct the development implementation, and maintenance of administrative computing priorities in the Registrar’s Office.
13. Effectively direct, supervise, evaluate, and develop all Registrar’s Office staff and student employees.
14. Plan for short and long-term operating needs; include capital and operating budgets, equipment, and permanent and part-time employees.
15. Manage financial and physical resources by adhering to and enforcing University policies, developing and administering the departmental budget, and following established University guidelines and procedures.
16. Participate in professional organizations and University of Wisconsin System meetings and completes training and development activities.
17. Completes special projects within specified duties and responsibilities as assigned.

Knowledge/Skills and Abilities
- Knowledge of NCAA athletic eligibility certification rules and protocols.
- Demonstrated knowledge of student registration and record keeping practices
- Knowledge of FERPA as related to student records.
- Knowledge of databases and student information systems.
- Knowledge of budget preparation and management.
Excellent verbal communication skills
Excellent written communication skills.
Ability to understand and implement complex rules and regulations.
Ability to manage complex administrative databases.
Ability to commit to working with people of diverse backgrounds, including an understanding and respect for cultural, ethnic, gender-related and individual differences.
Demonstrated ability to establish effective relationships with students, faculty and staff.
Ability to commit to the highest level of professionalism, ethical standards, confidentiality and sensitivity to information and records.

**Required Qualifications:**
- Earned Master’s degree from an accredited university.
- Progressively responsible experience in a Registrar or Student Records office (5 years minimum).
- Record of personnel supervision and management experience.

**Desired Qualifications:**
- Experience with PeopleSoft’s Student Information System
- Experience with integrated enrollment service models (one-stop)