Working Title: Registrar
Hayes Hill Title/Level: Registrar, 12-month limited appointment, 1.0FTE
Position Reports to: Executive Director of Admissions

Position Summary:
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, room 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, Academic Affairs, Athletics, Bursar, and the Veterans and Non-Traditional Student Center.

Duties and Responsibilities:
1. Develop and implement effective student-centered policies and procedures, collaboratively with administration while maintaining open, positive working relationships with students, faculty and staff; uphold these policies to ensure consistency and compliance.
2. Manage all operational aspects of the Registrar’s office including records management, degree audit, grade processing, analysis of transfer credits (including study away and consortium), enrollment verification and reporting, student and curriculum reporting, and Veteran's Affairs and athletic eligibility certification.
3. 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).
4. Interpret, implement and enforce University academic policies, and 36.27 (2) Wisconsin Statutes (residency).
5. Serve as consultant to and ex-officio member of the Undergraduate Academic Affairs Council, and the Credit and Student Reinstatement Committee. Serve on other campus committees as assigned (i.e., excess credit, residency, academic calendar).
6. Establish and monitor registration procedures to best serve our students.
7. Oversee preparation and issuance of 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, working collaboratively with academic departments.
9. Effectively and accurately communicate enrollment policies and procedures to students and staff.
10. Oversee the evaluation and certification of graduation applications, produce commencement attendee list and work with other campus personnel to organize graduation functions.
11. Overall campus administrator of 25Live (room scheduling system) for managing classroom space, including scheduling final exams.
12. Provide office leadership regarding implementation of, and upgrades to, the student records/advising module of the student information system, the transfer information system, document imaging system, and classroom scheduling system.
13. Coordinate, plan, prioritize, and implement innovative technological solutions in collaboration with Information Technology.
14. Effectively direct, supervise, evaluate, and develop all Registrar’s Office staff and student employees. Ensure proper documentation of office policy and procedure for continuity of operation.
15. Plan for short and long-term operating needs; include capital and operating budgets, equipment, and permanent and part-time employees.
16. Manage financial and physical resources by developing and administering the departmental budget, and following established University guidelines and procedures.
17. Participate in programs with other local higher education institutions, professional organizations, and University of Wisconsin System meetings for training and development.
18. Complete special projects, other duties, and mandatory training and professional development as assigned.
**Knowledge, Skills and Abilities**

- Excellent written and verbal communication skills.
- Demonstrated knowledge of student registration and record keeping practices.
- Demonstrated ability to establish effective relationships with students, faculty and staff.
- Knowledge of FERPA as related to student records.
- Skilled user of student information systems.
- Ability to understand and implement complex rules and regulations.
- Knowledge of NCAA athletic eligibility certification rules and protocols.
- Experience in budget preparation and personnel management.
- Demonstrated ability to utilize technology for Registrar functions, such as electronic transcripts and transmission of academic records.
- Knowledge of, and ability to implement, best practices.

**Required Qualifications:**

- Bachelor’s degree from an accredited institution.
- Five years of experience in a Registrar or Student Records office with increasing levels of responsibility.
- Supervisory and management experience.

**Desired Qualifications:**

- Master’s degree
- Experience utilizing PeopleSoft Student Information System
- Experience utilizing a document imaging system
- Experience utilizing room scheduling software