

Position Announcement

The University of Texas at Austin University Registrar

Ranked among the biggest and best research universities in the country, the University of Texas (UT) at Austin is a diverse learning community and home to more than 51,000 students and 3,000 teaching faculty. UT Austin is the flagship school of the University of Texas System, which includes nine academic universities and six health institutions statewide. As a bold, ambitious leader, the institution is committed to achieving excellence in undergraduate education, graduate education, research, and public service, while working to change the world through groundbreaking research and cutting-edge teaching and learning techniques. At UT Austin, tradition and innovation blend seamlessly to provide students with a robust collegiate experience. The capitol of Texas, Austin has a population of approximately 950,000 and is recognized for its creative and entrepreneurial spirit, high quality of life, and progressive cultural, music, and arts environment.

Reporting to the Senior Vice Provost for Enrollment Management (SVPEM), the University Registrar is a critical partner in advancing strategic priorities of the university. The ideal candidate will bring strategic and innovative leadership, vision, customer-service orientation, creativity, and technological skills to the Office of the Registrar, and serve as a key member of the leadership team charged with transforming the enrollment experience at UT Austin and making an impact on the future of public higher education. While providing strategic leadership and operational management for the Office of the Registrar, the University Registrar will ensure management, maintenance, and integrity of student academic records system wide; deliver registration services and manage the faculty-approved schedule of courses; process grades, transcripts and certifications for enrollment, including certification of NCAA athletic eligibility; and, serve in the role of FERPA Compliance Officer for the University. In addition, the University Registrar will determine residency classification for continuing students; maintain the Program of Study inventory and requirement specifications for the Academic Degree Progress system; and, fulfill all state and federal student data reporting requirements. Through fiscal management of a \$3.2 million budget, the University Registrar will establish goals and prioritize resource initiatives to accomplish them. In addition, the University Registrar will provide stakeholder-focused, outcomes-oriented leadership on key strategic priorities for the campus and serve on University campus-wide committees and national organizations. The University of Texas at Austin utilizes a legacy student information system.

A master's degree with significant, documented progressively responsible experience in registrar-related duties within a higher education institution are required. The ideal candidate will be an innovative, dynamic, stakeholder-focused, and outcomes-oriented leader, who brings demonstrated ability to effectively lead campus-wide change and student-success efforts; analyze strategic needs, plan, and measure outcomes; and, comply with all regulations while maintaining a solution orientation and student-centered perspective. The ideal candidate will also possess strong analytical, interpersonal, written and oral communication skills and be a proven collaborative decision maker. Preferred qualifications include experience leading key student success efforts, leading or serving as a key member of a student information system implementation team, demonstrated innovation in the use of web/online services, engagement as a national leader, and possess knowledge of national trends and current research and best practices in the field of registration and records.

Review of applications will begin February 19, 2019, and continue until the position is filled. A resume with an accompanying cover letter may be submitted via the Spelman Johnson website at www.spelmanandjohnson.com/open-positions. Nominations for this position may be emailed to Quincy

Martin III at qm3@spelmanjohnson.com. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

Visit the University of Texas at Austin website at www.utexas.edu

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