

## *Position Announcement*

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### **University of North Texas Deputy Registrar**

Since 1890, the University of North Texas (UNT) has been a catalyst for transformation for its students and the North Texas region. UNT is dedicated to providing an excellent educational experience to over 38,000 diverse students while fueling the intellectual, economic, and cultural progress of one of the most dynamic, fastest-growing regions in the United States. A student-focused public research university with an emphasis on sustainability, UNT offers 103 bachelor's, 86 master's, and 38 doctoral degree programs, many nationally and internationally recognized. Located in Denton, 36 miles north of Dallas-Fort Worth, UNT is one of the region's largest and most comprehensive universities, and is growing as an emerging, nationally prominent research institution with 4,900 dedicated faculty and staff members focused on helping students succeed, as well as 400 student organizations, 40 fraternities and sororities, and 137 academic and honor societies.

Reporting to the registrar and AVP for enrollment systems, the deputy registrar is responsible for directing the strategic planning and overseeing the day-to-day operational activities of all aspects of the registrar's office, including curriculum management, data accuracy and integrity, operational efficiency, registration, course scheduling, classroom scheduling, functioning as the data steward of academic records, enrollment verification, grade processing, university degree requirements, degree audit and certification, test and transfer articulation, athletic certifications, veteran's benefits and active support of the university's PeopleSoft student information system. The deputy registrar is also responsible for planning, designing and implementing program innovations and setting goals for all assigned areas. In addition, the deputy registrar will be expected to:

- oversee daily operations of the registrar's office, which will include personnel management, staff organizational structure, and planning;
- develop and execute operational strategy for the office;
- interpret, implement and ensure compliance with federal, university, academic, and administrative policies;
- manage the annual operating budget and assist in developing the budget and allocation of funds;
- initiate new projects to meet registrar and university enrollment objectives;
- collect, analyze and integrate complex data for strategic plan development and make needed improvements; and
- identify, clarify, and resolve complex issues with university-wide scope and impact which many span multiple areas, using advanced technical and professional knowledge requiring broad discretion and judgment.

A bachelor's degree (master's degree preferred) and at least eight years of significant documented progressively responsible management and leadership experience in registrar related duties within a higher education institution are required. (Educational credentials can be substituted if a candidate has fewer than eight years of experience.) The ideal candidate will possess strong analytical, interpersonal, written, and oral communication skills; be a proven collaborative decision maker and work well under pressure; be able to demonstrate knowledge and an understanding of complex information and computer systems, various software applications, and data infrastructures; and possess knowledge of federal regulations, including FERPA, national trends, and current research and best practices in the field of registration and records.

Additionally, the successful candidate must demonstrate a proven record of developing relationships and building rapport with internal and external academic and administrative constituencies, as well as managing a dynamic team of two direct reports and a total of 48 staff members, overseeing the training, supervision, professional development and evaluation of staff to ensure a climate of collaboration and teamwork.

Review of applications will begin January 16, 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.spelmanjohnson.com/open-positions](http://www.spelmanjohnson.com/open-positions). Nominations for this position may be emailed to Kendra E. Dane at [ked@spelmanjohnson.com](mailto:ked@spelmanjohnson.com). Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

**Visit the University of North Texas website at: [www.unt.edu](http://www.unt.edu)**

*It is the policy of the UNT System not to discriminate on the basis of race, color, religion, sex, age, national origin, disability, disabled veteran status, or Veterans of the Vietnam Era status, in its educational programs, activities, admission, or employment policies. In addition to complying with federal and state equal opportunity laws and regulations, the UNT System through its Diversity Policy declares harassment that is based on individual differences (including sexual orientation) to be inconsistent with its mission and educational goals. The nondiscrimination and diversity policies are supported by the UNT System's statement on diversity and specifically incorporate protections for qualified persons with disabilities; a prohibition against sexual harassment, and a prohibition against age limitations.*