

Associate Registrar ~ Wichita State University

We are on the quest for someone who has a mind that can understand how multiple processes or systems impact each other and find solutions when problems arise. Being organized, confidence to executing established plans, and detail oriented, all while leading a team is the lifeblood of the position. This is for the ambitious person wanting to help students, staff & faculty get what they need even if not always what they want while maintaining personable relationships — which is no problem for you since remarkable problem solving is always your go to for any task at hand! Join this team of hard working, fun-loving, business professionals.

To apply: <https://jobs.wichita.edu/postings/28750>

Summary of Responsibilities

Oversees student record information systems and supporting software, coordinating the maintenance, upgrades, training, and testing of all systems. Administers data processes, training, and approvals in collaboration with information technology staff.

Essential Functions

- Develops and implements student and course-related policies and processes. Oversees records and registration activities and develops staff services
- Collaborates with academic units to ensure academic policy is followed in records, registration, and degree processes. Participates in the development and support of academic policies, processes and goals.
- Oversees the supervision of staff including work allocation, training, promotion and enforcement of internal procedures and controls, and problem resolution. Evaluates performance and recommends staff changes. Motivates employees to achieve peak productivity and performance.
- Develops work plans to successfully achieve objectives and goals. Monitors, tracks and measures results; compiles, audits and distributes data and reports to internal and external entities.

Minimum Education

Bachelor's degree in education administration, business or related field by hire date

Minimum Experience

Three (3) years of experience in academic program, student administration or related field

Pay range beginning point \$58,000, adjustable with experience

Closing Date: 4/3/23