



University Registrar

Baker University invites applications for the position of University Registrar in Baldwin City, Kansas. Baker employees enjoy a robust benefits package that includes tuition waivers for employees and their family members; generous paid vacation, sick, and holiday time, including a paid day off for your birthday and paid time off between Christmas Day and New Year's Day; health, dental, and vision insurance; retirement; among others. (Benefits subject to eligibility.)

The University Registrar provides oversight and leadership in all aspects of the Office of the Registrar; works closely with the Vice President for Academic Affairs and the University Deans to assist in the development and implementation of policy and render judgment and interpretations of academic policy; and monitors the accurate processing of the student registration and academic data from matriculation through graduation.

This is a full-time, exempt position. Master's degree and solid knowledge of academic records policies, procedures, and best practices are required. Successful candidates are honest and trustworthy, with an attentiveness to confidentiality and the integrity of student academic records. Required skills and competencies include courteous and professional communication and leadership, especially under pressure; strong conflict resolution skills; demonstrated intermediate to advanced proficiency with Microsoft Suite; proficiency with registration processing systems (i.e. CampusVue); high attentiveness to accuracy and detail; excellent time-management; and the ability to interpret, develop, and implement new policies and procedures to support Baker University's mission, vision, and values.

To apply, please visit www.BakerU.edu/jobs and complete the online application at by clicking the orange "Apply Online" button. Resume and cover letter are required. Attachments must be in MS Word or Adobe.pdf formats. Documents may also be mailed to Baker University, Human Resources Department, PO Box 65, Baldwin City, KS 66006. Baker University is an Equal Opportunity Employer.