**University Registrar  
Washburn University**

**Position Details**

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| Position Information | | | |
| **Position Title** | University Registrar | | |
| **Position Number** | 000529 | | |
| **Position Summary** | The University Registrar is responsible for developing and implementing policies and procedures for collecting, evaluating, maintaining and reporting data for student records that include but is not limited to grades, transcripts, athletic eligibility and graduation. It is imperative the Registrar handle all student data and information in keeping with the Family Educational Rights and Privacy Act (FERPA). | | |
| **Essential Job Functions of Position** | Ensure the University is in compliance with University, state and federal requirements and provide optimal service to students in the establishment of highly efficient processes for the timely completion of: • Class registration,  • Record assessment and management for mid-term grade verification,  • Compiling, recording and verifying grades,  • Conducting degree audits, and the  • Issuing of diplomas and transcripts.  • Review and analyze office policies, procedures and processes on an on-going basis, working with stakeholders and other administrators at the University to ensure continued compliance with legal standards.  • Research and analyze individual student records to resolve disputes and faculty concerns. Implement corrections and/or changes as warranted and appropriate to modify records. Work with students via email, telephone or in person to explain processes and the outcome of completed research.  • As team leader and motivator, maintain a healthy, fair, and inclusive work environment by promoting diversity, exercising teamwork and collaboration.  • Actively promote a professional workplace culture of mutual respect and collegiality for all members of the institution. Work to build positive and cooperative relationships with staff, encouraging them to work toward individual and departmental goals.  • Interview, select, train and direct the work of assigned staff. Monitor work performance and provide timely feedback to encourage improved performance and work habits, conducting annual performance reviews.  • Hold regular staff meetings to keep employees apprised of changes, developments and concerns that affect their work and work environment.  • Plan and provide training events and encourage staff to participate in other training opportunities that arise to facilitate on-going professional development.  • Compile and analyze data and produce reports for use in evaluating Office efficiencies.  • Collaborate with other administrators, deans, faculty, IT, staff and others to develop, implement and facilitate services to students to ensure students’ questions are addressed appropriately.  • Review and modify enrollment instructions for each term to serve as a guideline for students enrolling in University classes.  • Compose correspondence to initiate communication with office stakeholders.  • Attend meetings and serve on committees to participate in University-wide and Enrollment Management planning and strategizing.  • Work cooperatively with other University staff to build and nurture working relationships.  • Compile and project cost information as it relates to future activities in the office. Develop and submit budget requests to the Executive Director for consideration and possible inclusion in the area’s annual budget request.  • Approve and monitor expenditures to ensure funding is spent appropriately and within budgeted amounts. Work with staff to address any budgetary issues or concerns as they arise during the fiscal year.  • Perform additional job related duties as assigned or as appropriate in support of University, Enrollment Management and Registrar’s Office interests. | | |
| **Non-Essential Job Functions of Position** |  | | |
| **Education and Experience** | Master’s degree and administrative work experience involving student records at a college or university. Five years of progressively responsible experience managing a staff of full time employees.  Preferred: PhD or EdD. Five years of administrative experience in college or university student records. Experience using student information computer systems. | | |
| **Knowledge, Skills & Abilities** | Effective communication skills. Ability to supervise staff, analyze situations and resolve problems or affect improvements. Demonstrated use of knowledge relative to federal and state regulations that pertain to student records and student record management. | | |
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| **Advertised Pay** | $80,000 | | |
| **Work Schedule** | Regular Business Hours , Other - Some evening and/or weekend hours. | | |
| **Full-time/Part-time** | Full Time | | |
| **Average Hours per Week** | 40-50 | | |
| **Months per Year** | 12 | | |
| **FLSA** | Exempt | | |
| **FTE** | 1 | | |
| **EEO Statement** | Washburn is dedicated to providing a student-centered and teaching focused academic environment and a curriculum that engages the diversity of human experience across the globe. We seek candidates who are committed to Washburn’s efforts to create a climate that fosters the growth and development of a diverse student body, and we encourage applications from members of groups that have been historically underrepresented in higher education. Application materials should clearly articulate how the candidate will contribute to the University’s commitment to diversity and inclusion through their teaching, research, and/or service.  Washburn University is an EOE. Washburn University provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. | | |
| Posting Detail Information | | |
| **Posting Number** | | S0107P |
| **Background Check Required?** | | Yes |
| **Driving History Checked?** | | No |
| **Drug Screen Required?** | | N/A |
| **Anticipated Start Date** | | 02/24/2020 |
|  | |  |
| **For earliest consideration apply by** | | 01/03/2020 |
|  | |  |
| **Open Until Filled?** | | Yes |
| **Quick Link for Direct Access to Posting** | | <http://washburn.peopleadmin.com/postings/2377> |