



# Pittsburg State University

## OFFICE OF ENROLLMENT MANAGEMENT & STUDENT SUCCESS

### **BASIC FUNCTION**

The Office of the Registrar is the official source for all student academic records at Pittsburg State University. Functions handled by the Office of the Registrar include the collection and entry of grades and grade changes, publication of semester course offerings and final examination schedules, classroom scheduling, and fulfilling many types of reporting requests for student information. This position will report to the Associate Vice-President for Enrollment Management and Student Success.

### **Required Qualifications:**

1. Master's Degree in higher education, student services, education, business or closely related area.
2. Minimum of 5 years of full-time experience in higher education administration.
3. 3 years experience in an office using technology applications designed for admissions and records
4. Successful supervisory experience
  - a. Open and collegial approach to management.
  - b. Experience creating and maintaining a productive positive working environment.
  - c. Excellent administrative, management and human interaction skills.

### **Preferred Qualifications:**

1. Higher Education experience
2. Experience with word processing, spreadsheets, and other analytical software used to research, analyze and implement solutions and provide reports.
3. Effective oral and written communication, interpersonal, organizational, analytical, critical thinking, planning, and problem solving skills
4. Ability to work collaboratively with internal and external constituents in a multifaceted campus environment
5. Must possess a high energy level.
6. Ability to plan and implement change.
7. Experience with student information systems.
8. Experience managing budgets
9. Experience implementing and interpreting policies
10. Knowledge and experience training faculty/staff on FERPA and other related federal regulations relating to Higher Education.

For a full description and to apply online visit <https://www.pittstate.edu/hr/jobs/index.html>. Electronic submission only. Interested and qualified applicants should upload a cover letter; resume; and contact information for three professional references, including a current or former supervisor. Applications received by March 20, 2019 will be given first consideration. Position is open until filled. Position is contingent upon funding.

Pittsburg State University is an Equal Opportunity, Affirmative Action employer. A criminal background check is required.