

## *Position Announcement*

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### **Iowa State University University Registrar**

Iowa State University strives to be the most student-centered public research university in the nation. It is a place where adventurous minds are encouraged to accomplish amazing things. As a major international university ranked among the top public universities by *U.S. News & World Report* and a member of the Association of American Universities (AAU), ISU offers a student experience rich in social and academic diversity. Approximately 35,000 students choose from 100 majors, study with world-class scholars, and hone their leadership skills in more than 900 student organizations. Students from all 50 states and 123 countries converge on one of the nation's most beautiful campuses. Big 12 sports and a tradition of cultural and popular performances make campus life fun and memorable. Iowa State is a land-grant university, as well as the largest university in the state of Iowa, and the ISU class of 2022 has the highest-ever average high school GPA for an incoming Iowa State class. The campus is located in Ames, a community of 60,000 situated approximately 30 minutes north of Des Moines, and was recently voted one of the best college towns in the nation and among the top 10 best places to live in America.

Reporting to the Associate Vice President for Enrollment Management and Student Success (AVPEMSS), the University Registrar provides strategic planning, direction, and supervision for the Office of the University Registrar and manages all units within that office, including the student information system, enrollment support services, registration, tuition and fee assessment, student academic records, transfer services, degree audit and clearance, commencement, student certification services, transcripts, athletic eligibility and certification, residency review, course scheduling, publications (Schedule of Classes and University Catalog), exam schedules, enrollment reporting and data, statistics, and learning community support. The University Registrar further plays a critical role in support of the Veterans' Center by serving as the Department of Defense Memorandum of Understanding Point of Contact, advocating for resources, and directing veteran certification processes for all veteran and military-affiliated students utilizing education benefits. The University Registrar serves as a member of the enrollment leaders group, contributes to strategic enrollment management (SEM) planning, and is responsible, in part, for the execution and evaluation of a number of SEM initiatives. The University Registrar also serves as the NCAA certifying officer; administers all functions of confidential student records, including FERPA; supervises various institutional certification functions such as veterans' benefit eligibility; leads the development of the academic infrastructure, to include secure administrative systems for maintenance and reporting of student and course information; develops and administers university academic and administrative policies affecting students and courses; manages a dynamic team of six direct reports and a total of 33 staff members, overseeing all training, supervision, and evaluation of staff; and develops and administers an annual operating budget of \$3.2 million.

The successful candidate will possess a master's degree and eight years of related experience, which must include experience working in a registrar's office in a higher education setting. Preferred qualifications include experience with the following: administrative experience in a comprehensive office of registration and student records or equivalent; extensive knowledge of and expertise with enterprise-wide student information systems and emerging information technologies, along with demonstrated experience in developing and utilizing that technology in a complex college/university setting; providing leadership for and supervising a multi-faceted office operation; training and staff development; establishing and meeting strategic priorities and goals; developing and implementing academic policies; interpreting and analyzing data and generating reports from information systems and databases; demonstrated knowledge of FERPA and other policies and best practices governing the management of student records and information; demonstrated accomplishments on major projects requiring innovation and creative thinking; demonstrated experience embracing diversity and inclusion and providing opportunities for staff to develop greater cultural competence.

Iowa State is a global and culturally diverse university committed to providing an inclusive, equitable, and diverse environment for both learning and employment. Knowing that diversity in experience and perspective is vital to advancing innovation, critical thinking, solving complex problems, and building an inclusive academic community, Iowa State translates these values into action by seeking individuals who have experience working with diverse students, colleagues, and constituents.

Review of applications will begin September 24, 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.spelmanandjohnson.com/open-positions](http://www.spelmanandjohnson.com/open-positions)**. Nominations for this position may be emailed to J. Scott Derrick at [jsd@spelmanjohnson.com](mailto:jsd@spelmanjohnson.com). Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

**Visit the Iowa State University website at [www.iastate.edu](http://www.iastate.edu)**

*Iowa State University is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, genetic information, national origin, marital status, disability, or protected Veteran status and will not be discriminated against.*