

Type: Full-Time

Posted: 09/20/2021

Application Due: 10/08/2021



DIVERSITY

The Registrar provides leadership to plan, organize, and manage all of the activities related to the Registrar's Office, including transfer credit evaluation, degree audit, the application of academic policies, and ensuring the integrity and privacy of student records. The Registrar collaborates on SIS improvement projects and in generating required and ad hoc reports for internal and external constituents, among other duties.

Primary Duties & Responsibilities:

Academic Policy/Regulations:

- Ensure adherence to the general rules, regulations and policies of the college. As needed, recommends policy revision
- Ensures compliance with external standards as set by accrediting and licensing organizations, state and Federal agencies and other regulatory entities
- Distributes student information to students, advisors, faculty and staff in an efficient, accurate manner while maintaining the confidentiality of all student information in accordance with FERPA and other laws

Academic Records:

- Develops and implements policies and procedures that ensure the integrity of academic records
- Develops and manages all academic record-related setups in PowerCampus, including student academic plans, course setups, and academic calendar.
- Conducts transfer credit evaluation, graduation processing and graduation clearances (degree audits).
- Manages and monitors the Main Campus registration process, scheduling of courses and classrooms, and grade processing functions; works closely with Professional Studies (PS) staff to ensure accurate and efficient administration of these functions within PS
- Certifies eligibility of student-athletes for continued participation in NAIA athletics
- Counsels students/faculty regarding degree and major requirements

Supervision

- Manages all office functions as they relate to all office programs (Main Campus, PS, international)
- Facilitates the College's Commencement-related activities
- Reviews, revises and designs policies and procedures to ensure efficient processing and accuracy of data and to meet academic calendar deadlines
- Coaches and supervises other staff members

Reporting

- Generates required and ad-hoc reports for faculty, staff, and students
- Generates and submits monthly enrollment reports to the National Student Clearinghouse
- Compiles statistical information, and prepares and validates internal, state, and federal reports in collaboration with Institutional Research.

- Works with Institutional Research in the completion of special projects.

Other

- Identifies best practices and effective use of technology to implement business process improvements
- Develops in collaboration with various departments the Main Campus academic catalog and academic calendar
- Participates as assigned on Main Campus and Professional Studies committees (e.g., Student Services Team, Main Campus and PS curriculum and academic affairs committees/councils (ex-officio status), and PS implementation committee)
- Maintains a professional and courteous attitude at all times towards co-workers, internal and external customers, representing the College, its programs, policies and procedures in a positive and professional manner. Maintains effective working relationships to ensure institution-wide teamwork.
- Attends provided/necessary trainings and other meetings to support effectiveness within the position as required.
- Performs additional duties as assigned.

Required Qualifications:

- Master's degree required.
- Detail and process-oriented
- Strong communication skills
- Strong computer database and application skills.
- Must be able to interact successfully with faculty and students of diverse backgrounds and to work collaboratively with a wide range of internal and external constituents.

Preferred Qualifications & Special Skills:

- 5+ years of experience with academic records
- Ability to notice and focus on details
- Ability to work with a team or independently
- Doctorate

Completed applications must include the following:

1. Letter of application addressing interest and qualifications for the position, including interest in specific duties mentioned above.
2. Curriculum Vitae or résumé
3. Name, address, email address, and phone number of at least three references who can address the candidate's qualifications for the positions.
4. Transcripts (copies accepted). Official transcripts are required at time of appointment.

Send all materials electronically to:

RegSearch@sckans.edu

For specific inquiries contact:

Linda Weippert, Search Coordinator

Southwestern College

100 College Street

Winfield, Kansas 67156

Email: Linda.Weippert@sckans.edu

Priority deadline for full consideration is October 8, 2021. Applications will be reviewed until the position is filled. The successful candidate will be subject to a criminal background check.

Southwestern College is an Affirmative Action, Equal Employment Opportunity employer.