



UNIVERSITY REGISTRAR FOR UNDERGRADUATE AND GRADUATE PROGRAMS REGISTRATION AND RECORDS

POSITION PURPOSE: To provide overall leadership for the Office of Registration and Records related to all graduate and undergraduate programs. The registrar acts collaboratively with the deans to provide leadership for effective implementation of academic policies across all schools and programs. The registrar will be expected to ensure services are delivered in alignment with Hamline University’s mission – student-centered, integrative, innovative, and collaborative – while also ensuring alignment with the “Hamline Promise” – a distinctive learning environment with personal attention and exceptional experiences to prepare Hamline’s students to contribute and prosper in a changing world.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- 1. 20%** Collaborate in the development and implementation of academic policies and processes regarding student registration and records:
 - a. Develop and maintain information systems policies and practices to support students and faculty
 - b. Oversee scheduling of classes in cooperation with the deans, administrative staff, and faculty
 - c. Assist and advise on new program development, cross unit registrations, and dual degree programs

- 2. 20%** Primary source of knowledge regarding the higher education regulatory and reporting environment:
 - a. Ensure university compliance with regulations and federal laws concerning student records
 - b. Provide analytical reports such as the monitoring and management of student completion rates, success and utilization rates, attrition, and enrollment of various student populations
 - c. Communicate in a professional manner with other institutions and strategic partners

- 3. 20%** Direct the publication of official academic policy publications and academic calendar

- 4. 10%** Provide strong leadership in the management of the student database
 - a. Assist the university in the development of high-level automated systems for registrar related functions and processes
 - b. Develop and oversee student systems test plans and ensure data/coding integrity

5. **20%** Certify and distribute formal academic information, including conferral of degrees, certificates, licensure recommendations, and transcripts:
 - a. Monitor students' progress toward and fulfillment of graduation requirements
 - b. Ensure the accurate and timely creation of student transcripts
 - c. Maintain records of and contact with a set of institutions with which the university has established formally-approved academic partnerships

6. **10%** Supervise class schedule and registration process preparations as well as academic record maintenance and general business process/functions:
 - a. Oversee the development and mentoring of registration staff
 - b. Communicate in a professional and supportive manner with students, faculty and staffs from all programs
 - c. Work collaboratively with the Student Administrative Services staff

7. **Varies** Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Requirements:

- Exceptional interpersonal skills in listening, communicating, and relationship building
- Exceptional facility with relational databases
- Creative/Innovative
- Collaborative
- Problem Solving/Organizational Theory
- Budgets and fiscal responsibility
- Strong leadership/supervisory experience
- Strong knowledge of the role of a registrar in a complex university environment
- Strong sense of the role of diversity and inclusiveness
- Strong background in higher education
- Bachelor's degree required; master's degree preferred

Preferences: Proficiency with the following is strongly preferred: Banner, report-writing tool (e.g. Crystal), Microsoft Word, and Microsoft Excel.

MINIMUM EDUCATION/EXPERIENCE:

Bachelor's degree from an accredited college or university

Bachelor's degree or a minimum of 12-14 years of relevant professional service.

PREFERRED EDUCATION/EXPERIENCE:

Master's degree from an accredited college or university

Previous work experience in higher education in a registration and records environment.



REPORTING RELATIONSHIPS: Position reports directly to the Associate Provost. This position also manages close and ongoing communications with students and with colleagues in Student Administrative Services, the Center for Academic Services, the undergraduate and graduate schools, and other offices serving the university as a whole.

WORKING CONDITIONS / EQUIPMENT: Ability to sit for long periods of time at the computer and to handle a high level of interruption.

TO APPLY

This position is open to internal candidates only.

Send a cover letter, resume and the names and phone numbers of three references to hujobs@hamline.edu

Deadline for resumes is November 27, 2013.

EOE/AA