



## Position Description Assistant Registrar

### APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application)
6. Please email your application materials to [hr@kwu.edu](mailto:hr@kwu.edu).

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- Position begins as soon as possible.

**KWU is an Equal Opportunity Employer and encourages diversity in employment.** We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

### ADMINISTRATIVE INFORMATION

**POSITION'S TITLE:** Assistant Registrar

**POSITION'S OPERATING GROUP:** Office of the Provost

**OPERATING GROUP PURPOSE/RESPONSIBILITIES:** The purpose of the Provost's Office is to create and deliver the University's academic program so that students gain the skills, knowledge, and experiences needed to achieve career, life, and citizenship success. The major responsibilities of the office include the determination and selection of all faculty, the design and delivery of all academic curricular and academic co-curricular activities, and the design and delivery of all support and information services required to maintain University accreditation and increase student success in all academic areas of the University.

**POSITION'S DEPARTMENT:** Office of the Registrar

**DEPARTMENT'S PURPOSE AND RESPONSIBILITIES:** The purpose of the Office of the Registrar is to provide and continually improve academic support services to students, alumni, faculty, and staff. The major responsibilities of the office include maintaining the accuracy, integrity, and security of the University's academic records and promoting equity by developing and supporting effective policies and processes.

**POSITION'S DIRECT SUPERVISOR:** Registrar

**DATE POSITION LAST REVIEWED OR ANALYZED:** August 2024. Provost and EVP for Student Success and Registrar.

**POSITION'S EMPLOYMENT STATUS:** Full-Time, Staff, Exempt, At-Will

**POSITION'S SALARY OR SALARY RANGE AND BENEFITS:** Salary to be determined at hiring based on the person's qualifications and experience. Please submit your desired salary with your application and supporting documents. Benefits are dependent on the job's employment class and employment status.

## POSITION INFORMATION

**POSITION SUMMARY:** Provide excellent academic support services. These activities include maintaining the accuracy, integrity, and security of the University's academic records and promoting equity by developing and supporting effective policies and processes.

**POSITION WORKS WITH:** All constituents of the University to include administrators, staff, faculty, students, and alumni.

**POSITION'S STAFF AUTHORITY:** None

**POSITION'S BUDGET AUTHORITY:** None

**POSITION'S PHYSICAL WORKING CONDITIONS:** This position is in a typical office environment and will be subject to long periods of sitting and also requires standing, stooping, filing, keyboarding/typing, speaking, seeing, hearing, walking and other similar motions and activities.

**POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** None

**POSITION'S EQUIPMENT:** University phone system, University computer system, desk top computer.

**POSITION'S WORK SCHEDULE:** Typical office hours, with occasional evening or weekend hours as required by special needs or events.

**POSITION'S TRAVEL REQUIREMENTS:** Less than 10% and usually related to off-campus meetings and professional development activities.

## POSITION DUTIES AND PERFORMANCE STANDARDS

### **POSITION'S ESSENTIAL DUTIES:**

1. **LEADERSHIP (5%):** The Assistant Registrar is responsible for helping lead the efforts of the Office of the Registrar in order to encourage and build collaboration, effectiveness, and efficiency of services provided to the University.
  1. Hire, supervise and train Office of the Registrar work study student(s).
  2. Manage related functions for all VA School Certifying Officials.
  3. Indirectly supervise Office of the Registrar Academic Services Coordinator.
2. **STUDENT RECORDS (80%):** The Assistant Registrar is responsible for the secure collection, entry, and retention of student records to support university compliance with FERPA, HEOA, HLC/Accreditor, Federal, and State guidelines.
  1. Organize and execute the student registration processes in coordination with advisors and Admissions.
  2. Utilize TES evaluation system and other resources to complete transfer and degree evaluations.
  3. Coordinate the receipt of grades, attendance reports, etc.
  4. Review and process experiential credit and credit by examination requests.
  5. Review and process athletic eligibility certification.
  6. Assist the Registrar with midterm and end of session processing, as well as 20<sup>th</sup> day data clean up.
3. **ACADEMIC CALENDAR AND SCHEDULE DEVELOPMENT (5%):** The Assistant Registrar is responsible for creating the academic calendar to provide accurate information to students, faculty, and staff about university deadlines.
  1. Develop the Academic Calendar and final exam schedule annually.
  2. Update advisor to degree assignments every term.
4. **SUPPORT INSTITUTIONAL IMPROVEMENT INITIATIVES (5%):** The Assistant Registrar develops and provides appropriate recommendations for the implementation of academic policy, processes, and technology applications to enhance services offered through the Office of the Registrar.
  1. Serve on University committees.
  2. Advise on various academic policy proposals.
  3. Create, maintain, and improve academic processes.
  4. Participate in professional development activities.

5. OTHER POSITION DITIES (5%):
  1. Lead the Office of the Registrar graduation planning and serve on the Graduation Committee as well as participate in graduation activities.
  2. VA School Certifying Official.
  3. Administrator for Dropout Detective.
  4. Troubleshoot MyKWU issues for students, faculty, and staff.
  5. **PERFORM OTHER APPROPRIATE AND REASONABLY REQUIRED DUTIES AS ASSIGNED BY THE POSITION'S SUPERVISOR OR A UNIVERSITY ADMINISTRATOR.**

**POSITION'S PERFORMANCE MEASURES AND STANDARDS:** Actual performance standards (goals) for each performance measure will be set in consultation with the position holder and their direct supervisor.

1. Provide timely, precise guidance and support to students as they work toward degree completion, as well as faculty and staff involved in the graduation process.
  1. Faculty advisor support
  2. Accurate degree completion audits
  3. Student tracking to graduation
  4. Major/minor declarations
  5. Academic suspension/probation
2. Ensure that the University maintains accurate personal, academic, and enrollment records for its entire student population, past and present, and provide access to data derived from these records only when appropriate.
  1. Student official educational record
  2. Privacy (FERPA)
  3. Parental/family guidance in release of sensitive information
  4. Student completion information
  5. Faculty workloads
  6. Federal and State compliance
3. Demonstrate a philosophy of proactive leadership, collaboration, and continual assessment that improves outcomes within the office and throughout the University.
  1. Construct/maintain a set of business practices
  2. Integrity of educational and institutional records
  3. High level of customer service
  4. Maintain an atmosphere of civility and collegiality
4. Professional development procurement regarding Federal and State guidelines and expectations as appropriate to the Registrar's Office.
  1. Attendance at conferences, webinars, symposiums, forums, or conventions.

## POSITION QUALIFICATIONS

### EDUCATION:

- MINIMUM REQUIRED: Bachelor's Degree
- PREFERRED: Master's Degree in Education Administration, Business Administration, or related field.

### CERTIFICATIONS AND LICENSES:

- MINIMUM REQUIRED: None
- PREFERRED: None

#### WORK EXPERIENCE:

- **MINIMUM REQUIRED:** Experience in a Registrar's office or in Enrollment Management.
- **PREFERRED:** 3-5 years of experience in a leadership role in a Registrar's office with a thorough understanding of Student Information Systems and related applications, academic policies and processes, FERPA, and federal guidelines effecting higher education.

#### KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:

- **MINIMUM REQUIRED**
  - A positive attitude and ability to plan and adapt to change.
  - Ability to effectively manage relationships with staff, faculty and student populations.
  - A strong commitment to customer service.
  - Excellent communication and interpersonal skills.
  - Outstanding team-building and leadership ability.
  - Ability to interpret and prepare statistical reports.
  - Working knowledge of Microsoft Office Suite, particularly Word and Excel.
  - Strong organizational and analytical skills.
  - The ability to prioritize and work on multiple projects simultaneously.
  - Ability to be creative and innovative.
  - The ability to collaborate with administration, faculty, staff, students and other constituencies.
  - Understanding of the Family Education Rights and Privacy Act (FERPA) and the ability to interpret and apply other federal, state, and institutional regulations and rights.
  - An in-depth understanding of current compliance, regulatory and risk management policies relevant to a registrar's office.
  - Ability to analyze course prerequisites and certifications.
  - Knowledge of planning and scheduling techniques.
  - The ability to analyze course prerequisites, certifications, and/or curriculum/graduation requirements.
  - Knowledge of organizational structure, workflow, and operational procedures.
  - Ability to maintain confidentiality of records and information. The ability to supervise and train staff, and to provide resources to contribute to their overall professional development.
  - Ability to provide technical advice and information to faculty in area of expertise.
  - Ability to plan and evaluate programs.
- **PREFERRED**
  - Experience in student information systems, curriculum management systems, and degree audit systems, particularly Jenzabar.
  - Experience using query tools for extracting and reporting of student information, particularly COGNOS.
  - Experience in transfer technology systems, particularly TES
  - Knowledge of credit transfer policies and practices in higher education
  - Knowledge of academic curriculum, curricular policies and procedures and systemic impacts of curriculum changes
  - Understanding of project management.

## NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB/POSITION DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS POSITON. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassmt situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassmt situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.