1. GENERAL POSITION INFORMATION

<table>
<thead>
<tr>
<th>Position Name</th>
<th>Registrar</th>
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<tbody>
<tr>
<td>Classification</td>
<td>Exempt, Benefitted</td>
</tr>
<tr>
<td>FTE</td>
<td>Full-Time, 1.0</td>
</tr>
<tr>
<td>Work Hours</td>
<td>Generally, 8:00 am - 4:30 pm, Monday – Friday, but may vary depending on need. Campus work expected with some remote work options.</td>
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<tr>
<td>Department/Division</td>
<td>Academic Affairs/Office of the Registrar</td>
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<tr>
<td>Supervisor</td>
<td>Provost</td>
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2. POSITION SUMMARY

Provide 3 to 5 descriptive statements to summarize the overall purpose of the position.

The University registrar provides leadership and oversight to all aspects of the Office of the Registrar. This position plays a critical role in the University and academic operations by effectively providing oversight and management for the maintenance and integrity of all student academic records, all areas of student registration and the recording and reporting of grades, transcript evaluations, information reporting, compliance with FERPA regulations, required audits of student enrollment, and the establishment and maintenance of processes for the equitable and consistent administration of policies and procedures as they relate to academic record keeping. The registrar supports the creation and maintenance of course schedules, university catalogs, and graduation. The registrar provides strong leadership consistent with the academic goals and mission of the institution and leverages best practices to provide a student-centered approach, emphasizing exemplary service to all constituents. The registrar supervises staff in the office of the registrar, serves on several standing committees and assures compliance with certifying organizations and governmental requirements.

3. SUPERVISOR RESPONSIBILITIES

| # of employees this position supervises | 4 |
| Job titles of employees supervised | Assistant Registrar (2)  
Academic Plan Coordinator  
Student Worker |

4. KEY RESPONSIBILITIES

List key position responsibilities/duties by category and estimate the percentage of time spent on each responsibility. The total percentage of duties must equal 100%.

<table>
<thead>
<tr>
<th>Key Responsibilities/Duties</th>
<th>% of Duties</th>
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<tbody>
<tr>
<td>Vision and strategic leadership:</td>
<td>20%</td>
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</table>
| • Serve on University committees  
• Assist with implementation of new academic programs  
• Assist with implementation of new student information systems  
• Continuously improve functionality in the office of the registrar to meet the strategic needs of the University | |
• Work closely with other university departments to assure smooth and clear processes

**Academic leadership:**
- Maintain and update an efficient student records system in accordance with industry standards for health care institutions
- Assist the Scheduling Coordinator with the creation of the schedule of course offerings each term, with an appropriate final examination schedule that is reflective of the college calendar
- Coordinate and conduct registration
- Coordinate and conduct end of term processing
- Process and notify probation statuses at end of term consistent with the university academic standing policy and processes
- Interpret and apply academic rules and regulations
- Evaluate and certify student and alumnus eligibility for state and national licensure examinations
- Prepare as required federal, state, and campus enrollment reports
- Participate in commencement ceremonies
- Prepare and certify transcript copies and enrollment verifications
- Verify completion of degree requirements and oversee creation of diplomas
- Archive enrollment statistics
- Process Veteran certifications
- Maintain a history of graduation requirements
- Participate in the development of the academic calendar
- Serve an editorial role for the college catalog
- Contribute to and serve in an editorial role for accreditation reports
- Administer policies concerning confidentiality of student records, consistent with best practices as well as federal and state regulations and guidelines.
- Work with the colleges to create and support special schedules for students

60%

**Supervision and fiscal management:**
- Supervise staff in the office of the registrar
- Complete performance reviews and development plans for all direct reports
- Provide training and support to staff in the office of the registrar
- Participate as a team member in student services, promoting seamless service and processing of student needs
- Prepare the annual budget for the office of the registrar

20%

### 5. UWS CORE VALUES AND ASSOCIATED COMPETENCIES
The following Core Values are integral to working at UWS. All employees, regardless of their position within the university, are expected uphold the Core Values and demonstrate associated competencies.
| Best Practices | We maintain high standards by using and integrating evidence across multiple disciplines. To accomplish this, We:  
- Seek out and use relevant data to inform our decision-making.  
- Incorporate peer-reviewed research and professional experiences into academic discourse and patient care.  
- Promote student learning through excellence in instruction and assessment. |
| Curiosity | We are innovative, open minded, and forward thinking. To accomplish this, We:  
- Approach our work with curiosity, inquisitiveness and willingness to think outside the box.  
- Value and consider new ideas and ask, “What if...?”  
- Remain open to change in order to advance and improve. |
| Inclusiveness | We are respectful, mindful, and welcoming of different ways of being, thinking, and doing. To accomplish this, We:  
- Actively listen to diverse perspectives and value different viewpoints and experiences.  
- Promote the equity of ideas, resources, power, and identity for all.  
- Gather information and input from diverse groups to develop a common vision, improve policies and practices, and advance institutional goals. |
| Professionalism | We are responsible, respectful, and accountable. To accomplish this, We:  
- Demonstrate civility in all our interactions, especially when there are disagreements or differing opinions.  
- Take ownership of our speech, conduct, demeanor, and deliverables.  
- Adhere to established policies, procedures, agreements, and deadlines.  
- Act as thoughtful stewards of the university and its resources. |
| Student-Focus | We work for the common good of students’ academic and professional success. To accomplish this, We:  
- Incorporate student feedback to improve academics and university services.  
- When making university decisions, we ask: What effect will that have on students?  
- Seek to understand the students’ experience through their eyes. |
| Whole-Person Health | We promote physical, mental and emotional wellness in all facets of the UWS experience. To accomplish this, We:  
- Intentionally cultivate environments that support work-life balance.  
- Consider personal and community wellness in decision-making.  
- Maintain rigorous academic standards while supporting the health and well-being of our students.  
- Include a range of health modalities in the classroom and clinic. |
### 6. EXPECTED COMPETENCIES FOR SUPERVISORS

| Developing & Retaining Talent | Demonstrated ability to:  
|-------------------------------|-----------------------------  
|                               | • recruit, retain, and develop high performing individuals aligned with UWS’ core values and institutional goals  
|                               | • provide constructive feedback and coaching to direct reports, including individuals who are underperforming  

| Managing & Stewarding Resources | Demonstrated ability to:  
|---------------------------------|-----------------------------  
|                                 | • prepare budget(s) to appropriately support department/division functions and goals  
|                                 | • meet or exceeds performance goals and budget targets  
|                                 | • effectively manage departmental resources and processes and create efficiencies  
|                                 | • effectively manage relationships with vendors and/or contractors  

| Leading & Managing Change | Demonstrated ability to:  
|----------------------------|-----------------------------  
|                            | • promote a culture of continuous improvement within department/division with a focus on effective and efficient processes and procedures.  
|                            | • exhibit openness to change  
|                            | • provide leadership and clear communication to stakeholders  
|                            | • engage employees in the change process  
|                            | • Commit to sustaining change  

### 7. POSITION QUALIFICATIONS

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<th>Required</th>
<th>Preferred</th>
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<tbody>
<tr>
<td>Education &amp; Training</td>
<td>• Bachelor’s degree or combination of related education/experience</td>
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<tr>
<td>Certifications &amp; Licenses</td>
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<tr>
<td>Experience</td>
<td>• Five years of administrative experience in a registrar office</td>
<td>• Previous experience as a registrar</td>
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| Related Knowledge, Skills, & Abilities | • Knowledge and understanding of federal, state and agency rules, regulations and reporting requirements  
|                                         | • Excellent oral and written communication skills  
|                                         | • Customer service knowledge, attitudes and skills | • Experience with Ellucian systems |
| Competent in computer application skills |
| Ability to supervise, lead, and develop a staff and create a productive, team approach to problem-solving |
| Demonstrated ability to develop and maintain productive relationships with staff, administration, students, and faculty |
| Analytical, systematic and an organized approach to work and exceptional attention to detail |
| Proficient use of relational database software |
| Ability to maintain confidential records |

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<thead>
<tr>
<th>Other Qualifications</th>
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<td>Proficient in the Microsoft Office Suite</td>
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**APPLICATION, SCREENING AND HIRING PROCESS**

Please submit a cover letter, a resume and the names and contact information, including email addresses, of at least three professional references. Official transcripts from prior institutions of higher learning must be received prior to an offer being extended to the finalist.

University of Western States conducts background checks for the finalist or finalists of staff and faculty positions. The type of background check will vary by position type.

University of Western States is an equal opportunity employer.

To apply, please visit our website and click the orange button: [https://www.uws.edu/about/employment/](https://www.uws.edu/about/employment/)

You may attach your materials as Word or PDF documents.