WEST VIRGINIA STATE UNIVERSITY
1891

Associate Registrar
Office of Registration and Records

West Virginia State University
Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, racially integrated and multi-generational institution serving approximately 3,514 students. The University is a community of students, staff, and faculty committed to academic growth, service and preservation of the racial and cultural diversity of the institution. WVSU offers 23 undergraduate and six graduate degrees through its four colleges. WVSU competes in athletics at the NCAA Division II level in five men's sports and five women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description
The Associate Registrar serves as part of the Office of Registration and Records team dedicated to supporting the mission of West Virginia State University, which is to meet the higher education needs of the state and region through innovative teaching, and applied research. The Associate Registrar reports directly to the Director of Registration and Records. The successful candidate must, in keeping with AACRAO's ethics and practices, maintain a professional and courteous attitude and be able to prioritize and complete tasks in a sometimes high-pressure environment that requires diplomacy and efficiency.

This is a non-classified, essential, FLSA exempt, full-time, benefits eligible position.

Responsibilities for the Associate Registrar
- Supervise staff activities related to transcript processing, enrollment and degree verifications, and daily walk-in visits from students, faculty, alumni and the public.
- Supervise the timely and complete grade submissions each academic term.
- Supervise the accurate recording of transfer courses in the student data system.
- Supervise prerequisites in the student data system.
- Assists in the planning, organizing and implementation of new technology initiatives related to functions of the Registration and Records Office and the campus at large.
- Assist in the transcription of catalogs for the degree audit system.
- Assist with reporting National Student Clearinghouse data.
- Assist with issuing international student visas in the SEVIS system.
- Assist with the evaluation of the academic credentials of international students.

- Assist with specialized assignments, new initiatives and other duties as assigned by the registrar.
- Assist with the general management of the office to insure a high quality, efficient and friendly delivery of student in-person and online services.
- Manages the office website to provide information related to registration, the academic calendar, graduation, and other relevant topics.
- Provide staff training and supervision in technology areas pertaining to registration.
- Participate on university-wide committees as assigned.
- Manages the University's Veterans' Affairs funding and acts as liaison with the Veterans' Administration

Requirements for the Associate Registrar
- A minimum of a bachelor's degree in a related field. A master's degree is preferred.
- A minimum of two (2) + years of experience working in an academic setting dealing with curriculum and student records. Additional years of qualifying experience may be substituted for the required education on a year for year basis.
- Knowledge of catalog requirements as they relate to registration and graduation.
- Experience managing student information systems and developing reports.
- Experience interpreting, applying and explaining complex information and regulations, including, but not limited to FERPA, and related academic policies, procedures or services.
- Experience ensuring that policies, procedures and actions match the catalog curriculum, and University policies and procedures as defined by a statewide governing body.
- Expertise in Microsoft Office (i.e., Word and Excel) and an understanding of database construction, management and retrieval techniques.
- A valid driver's license.

Salary Statement
This position is a pay-grade 7. The annual salary range for a pay-grade 7 position is $45,700.00 - $73,100.00.

Proposed Starting Date
September 1, 2019.

To Apply
In order to be considered for this position, candidates are required to submit a cover letter, resume, unofficial transcript, and three professional references (name, title, address, telephone number, and e-mail address) by July 16, 2019. The position will remain open until filled, but applications received by July 16, 2019, will receive first consideration. All requested information must be submitted for your application to be considered. Please submit application materials via email in PDF (preferred) or Word to: hr@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000/105 Cole Complex
Institute, WV 25112

Contact

For further information regarding application procedures, you may contact Human Resources at (304) 766-3156 and/or hr@wvstateu.edu.

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

West Virginia State University is an Equal Opportunity / Affirmative Action Institution and is committed to equal opportunities without regard to race, color, age, sex, sexual orientation, gender, gender identity or expression, national origin, religion, creed, genetic information & testing, family & medical leave, pregnancy, and Veterans and individuals with disabilities. We encourage all qualified women, minorities, protected Veterans and individuals with disabilities to apply for employment at West Virginia State University.