



# WEST VIRGINIA STATE UNIVERSITY

## **Director of Registration and Records West Virginia State University**

### **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 Office of the University Registrar reports to the Provost and Vice President for Academic Affairs. The Registrar is directly responsible for ensuring successful fulfillment of the office's mission and oversight as detailed in the job responsibilities. The Registrar works collaboratively with all other departments and office personnel at West Virginia State University.

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

### **Responsibilities for the Registrar Position**

The Director of Registration and Records manages daily operations associated with the maintenance of permanent student academic records and provides functional and analytical support for operations in curriculum management and delivery, and transfer credit evaluation. Interprets, implements, and supports University academic policies and state and federal regulations in areas of responsibility. Maintains a complete knowledge and understanding of the Family Educational Rights and Privacy Act (FERPA).

Manage, maintain, and ensure the data integrity of the course catalog and special course fees, across multiple systems, including Banner, electronic academic catalog, and curriculum management system. Works as a team member within the office and with diverse units across campus to support and enhance operations, leverage technologies, and promote data integrity. Committed to and cultivates a team environment and a culture of high quality customer service.

### **Requirements for the Registrar Position**

1. Master's degree in Higher Education Administration or other related field, with five years of related experience. Additional qualifying experience may be substituted on a year-for-year basis for the required education.
2. Two years' experience at an assistant director registrar or higher level.
3. Effective written communication skills as evidenced by the application materials.
4. Experience in Microsoft Word and Outlook or similar software.
5. Experience in Degree Works and Banner or similar enterprise wide student information software.
6. One-year supervisory experience.

### **Salary Statement**

This position is a pay-grade 9. The annual salary range for this position is \$61,000.00 - \$97,600.00.

### **Appointment Status**

This is a full-time, 12-month position.

### **Proposed Starting Date**

July 1, 2019

### **To Apply**

Please submit a cover letter, and current vita. Please also include three professional references (to include name, address, phone number and email address) by February 15<sup>th</sup>, 2019. The position will remain open until filled, but applications received by February 15<sup>th</sup>, 2019 will receive full consideration. All requested information must be submitted for your application to be considered.

Please submit application materials via email, mail or in person to: [hr@wvstateu.edu](mailto: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](mailto: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.**