



WEST VIRGINIA STATE UNIVERSITY

University Registrar Division of Enrollment Management

West Virginia State University

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and 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 University Registrar is charged to design, coordinate, and oversee all the activities related to the Records and Registration office within the Division of Enrollment Management. This position reports to the Vice President of Enrollment Management and serves on the senior enrollment leadership team. The Registrar provides leadership for the team and develops the appropriate recommendations for the implementation of related technology application in support of enhanced services offered through Registration and Records. Similarly, the Registrar is responsible for collecting, recording, maintaining, and reporting of student records within FERPA guidelines. This includes grades, all registration data, transcripts, mid-term verification, athletic eligibility, and other associated audits. Other critical responsibilities of this critical position span the purview of all communication systems that are vital to the entry of student information; likewise, the facilitation of required software programs and training of the staff to use the programs. The Registrar is expected to assess data and provide institutional insights that impact student enrollment in particular, new student matriculation, retention strategies, and student success efforts. The Registrar must make sure that security measures are always applied on the student records and information.

Responsibilities for the University Registrar

- Hire, supervise, and evaluate the Records and Registration staff.
- Organize and administer the records, registration, and graduation functions, including transcript evaluations process to provide maximum service to students while ensuring efficient and effective workflow.
- Participate and serve as part of the Student Success Team. Lead initiatives as determined by the Vice President of Enrollment Management, Provost and/or University President.
- Supervise the coordination, evaluation, and certification of all graduation applications, while overseeing the complete graduation process to include all elements of the rehearsal and ceremony.
- Develop and administer the departmental budget.
- Problem solves the research, analysis, and resolution of student disputes as they relate to records and registration.
- Collaborate with administrators, deans, faculty, IT and counselors to facilitate and improve services to students, including catalog and registration/records policy questions.
- Provide back-up for records and registration services, including registering students, issuing transcripts, answering phones, scanning, reporting grades, and working special events.
- Provide updates/ presentation to University constituents, senior leadership, and Board of Governors as required on students' progression, persistence, and completion.

Education and Experience Required

Minimum Degree and Experience Qualifications:

An earned Master's Degree in Higher Education Administration or any related field preferred and a Bachelor's degree is required.

At least 3-5 years of experience in leadership role in the Office of Registrar or Enrollment Management.

Experience with being Designated School Officer or Principal Designated School Officer.

Experience in and with Degree Works and Banner is a requirement.

Salary Statement and Range

\$70,000.00 - \$85, 000.00 but Salary will be commensurate with education and experience.

To Apply

Send resume, cover letter, transcripts, and the names and email addresses or phone numbers of three professional references, etc.) by May 26, 2021. All requested information must be submitted for your application to be considered.

Please submit application materials via email, mail or in person to: jobs@wvstateu.edu or mail to:

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

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Human Resources at 304.766.3156 or hr@wvstateu.edu