



WEST VIRGINIA STATE UNIVERSITY

Associate Registrar Office of the Registrar

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 six 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

West Virginia State University is looking for a quality-oriented, student-centered candidate for the position of Associate Registrar. This is a non-classified, essential, FLSA exempt, full-time, benefits-eligible position. This position assists the University Registrar with the operations of the Office of the Registrar.

The Associate Registrar serves as an essential member of the Office of the Registrar 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 University Registrar. 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.

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 prerequisite and curriculum changes in the student data system.

- Coordinate catalog updates and revisions.
- Coordinate with vendors on ordering diplomas, regalia, and related materials.
- Assist in the planning, organizing and implementation of new technology initiatives related to functions of the Office of the Registrar 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 the general management of the office to ensure a high quality, efficient and friendly delivery of student in-person and online services.
- Manage the office website to provide information related to registration, the academic calendar, graduation, forms, and other relevant topics.
- Provide staff training and supervision in technology areas pertaining to registration and office-related activities.
- Participate in university-wide committees as assigned.
- Assist with specialized assignments, new initiatives and other duties as assigned by the University Registrar.

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 policies, procedures, and regulations, including, but not limited to FERPA, and related academic policies, procedures or services.
- Expertise in Microsoft Office (i.e., Word and Excel), Google Workspace, and an understanding of database management and retrieval techniques.
- Working experience with Ellucian Banner and Degree Works is preferred.

Salary Statement

Salary will be commensurate with experience.

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references by October 4, 2024. All requested information must be submitted for your application to be considered.

Please submit application materials via email 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. West Virginia State University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact, please contact the Disability and Accessibility Resources unit at 3040766-3083 or ada@wvstateu.edu.