



Associate Registrar

Department: Office of the Registrar
Recruitment #: S1981
Application Deadline: Review begins **January 2, 2020**. Position open until filled.
Salary Range: \$49,401 - \$60,000

Benefits:

Western Oregon University's offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Department / Job Summary:

This is a regular, 12-month, full-time, unclassified position in the Office of the Registrar at Western Oregon University in Monmouth. The Office of the Registrar has responsibility for the data integrity, operational efficiency, academic records management, systems support, systems management and communication of information to students, faculty, and staff. <https://wou.edu/registrar/>

The Associate Registrar provides support, strategic direction, technical expertise, and supervision under the direction of the Registrar. The Associate Registrar position is responsible for coordinating, managing and optimizing operations in the Office of the Registrar in areas of compliance, application of technological solutions, reporting, and customer service. The Associate Registrar will, engage university stakeholders, make decisions, marshal office resources, delegate among staff, and shepherd projects to completion and systemization. This position provides critical leadership and supervision in areas that impact a wide array of university systems, processes, faculty/staff, and students. Success requires integration of technological solutions with sound business practices, communication, and training. Excellent project management skills in conjunction with astute interpersonal skills are critical to this role. The person in this role must be able to effectively gather needs and/or concerns from constituents, evaluate those needs against possible solutions, interface with operational staff regarding possible solutions, get constituent buy-in for solutions, and communicate outcomes.

This position manages systems critical to university functions including, but not limited to, registration, graduation, and the accurate maintenance of records in the student information system. Participates in data gathering and analysis. Works closely with the Registrar in maintaining, troubleshooting, and enhancing the University's policies, processes, data management and related systems.

The Associate Registrar will supervise employees with core functions that support compliance with federal and state laws as well as with university policy. The person in this role is responsible for ensuring staff are properly trained and for providing appropriate oversight to ensure compliance responsibilities are being met. Areas of supervision and oversight include veteran's education benefit management, verification of university information, degree clearance activities, compliance with the Federal Educational Rights and Privacy Act (FERPA), document management, and document/information retention.

We are not considering candidates who require Visa sponsorship support. Additionally, the university typically only considers visa support for employees placed in specialized positions that are continuing regular university appointments.

Minimum Qualifications:

- Bachelor's degree
- Five years of full-time professional work experience that reveals a high level of responsibility and demonstrates the ability to lead, communicate, and manage systems and processes
- Experience working with the Banner information system, or other large-scale information systems
- Intermediate to advanced experience writing SQL queries (or equivalent type of query language) Supervision of staff in a professional office environment
- Demonstrated experience, comfort, and ability using, evaluating, and implementing technological solutions
- Experience managing projects and working with cross-organization constituents
- Excellent oral and written communication skills
- Demonstrated commitment to customer service

Preferred Qualifications:

- Substantive responsibility for direction management of the Banner information system
- Advanced skills writing SQL
- Multiple years of experience working in an elevated or managerial role in higher education, preferably in a role working in or closely with the Office of Registrar
- Experience administering a degree audit system
- Team leadership experience
- Supervision of represented staff in a unionized environment
- Experience working with Degree Works, particularly in Scribing requirements

*****A criminal background check will be required as a condition of employment***

Application Instructions:

You may submit all materials online at www.wou.edu/prostaffapp

Required application materials (PDF preferred):

1. WOU Employment Application available at www.wou.edu/prostaffapp
2. Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community
3. Resume
4. Contact information for three references
5. Copy of unofficial transcripts for highest degree earned

As an alternative, you may also submit application materials to:

S1981, Associate Registrar, Human Resources, Western Oregon University, 345 Monmouth Ave N, Monmouth, OR 97361;
OR E-mail to employment@wou.edu; OR fax to: 503-838-8144

Western Oregon University (WOU) is a mid-sized public comprehensive university located in the heart of Oregon's lush Willamette Valley. The university serves many first-generation college students. WOU has received national recognition for its commitment and success in serving students. The campus is about 20 minutes from Salem, the state's capital, about 75 minutes from Portland, the state's cultural hub, and a short drive from the Oregon coast, mountains, and other scenic areas. The university is in an increasingly diverse, bilingual, and rural area in the Willamette Valley. Our student body of about 4800 undergraduate and 600 graduate students enjoys a vibrant and close-knit intellectual community.

Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff.