



## JOB DESCRIPTION

### Registrar

**Position Summary:** The individual will provide leadership to plan, organize and manage all of the activities related to the office of the Registrar, including serving as the official authorized keeper of the university's student records.

**Accountability:** This position reports to the Provost.

**Qualifications:** Master degree preferred. Baccalaureate degree required. A minimum of three years of direct experience or five years of experience in a related area is required. Five years of direct experience in an academic community or college community is preferred. Employee must be an active member of a Church of Christ congregation.

#### Essential Functions

- Hire, supervise, and evaluate the staff within the office of the Registrar
- Organize and administer the records, registration and graduation functions, including transcript evaluations in order to provide maximum service to students while ensuring efficient and effective workflow
- Participate and serve as part of the Deans' Council. Lead initiatives as determined by the VPAA
- Supervise the coordination, evaluation, and certification of all graduation applications, and assist with the complete graduation processes, including elements of the rehearsal and ceremony
- Responsible for collecting, recording, maintaining, and reporting on student records and data within FERPA guidelines, e.g., grades, registration data, transcripts, mid-term verification, and athletic eligibility
- Provide leadership and develop appropriate recommendations for the implementation of related technology application in support of enhanced services offered through MyLink and the office of the Registrar
- Develop and administer the departmental budget
- Problem-solve the research, analysis, and resolution of student disputes as they relate to student records, registration, and other applicable policies
- Collaborate with administrators, deans, faculty, IT, and counselors to facilitate and improve services to students, including catalog and registration/records policy questions
- Participate in professional development activities and serve on university committees that support the goals and objectives of the offices of the Registrar and Academic Affairs
- Provide back-up for records and registration services, including registering students, issuing transcripts, answering phones, scanning, reporting grades, and working special events

*This job description is not intended to be all inclusive, and the employee will also perform other reasonably related duties as assigned by the Provost.*



## **Authority**

This person will manage the personnel and the files within the office of the Registrar.

## **Knowledge/Skills/Abilities**

- Familiarity with and knowledge of Ohio Valley University and its procedures and ability to communicate that information effectively to OVU constituents
- Excellent oral and written communication, organizational, and time-management skills
- Ability to work effectively with different personality types and competing agendas
- Ability to work independently with little to no supervision; must be self-motivated and a self-starter
- Intellectual creativity, independent judgment, and impeccable integrity
- A strong identification with and support of Ohio Valley University's goals and mission
- The ability and instinctive response to put the University's interests ahead of personal interests
- A positive attitude and ability to plan and adapt to change
- Ability to collaborate effectively with college departments and cross-functional teams
- Calm and assured performance under pressure
- Genuine love for all people without discrimination
- Circumspection with sensitive information
- Desire to make a difference, not just to earn a living
- Good team player
- Faithful, active member of the Churches of Christ

## **Education and Training**

- Master degree preferred. Baccalaureate degree required.
- Proven record of successful supervisory experience in a people-oriented environment
- Three years of direct experience or five years in a related area. Demonstrated understanding of the application of technology to deliver the services of the office of the Registrar

## **Work Conditions**

- Office setting
- Regular office hours required

*Please note that Ohio Valley University is affiliated with churches of Christ and, as allowed under federal law, it demonstrates a strong preference for candidates with the same church affiliation and upholds the foundational tenets of its religious heritage in hiring practices.*