Position Title: Registrar

TTC Title and Code*: University Registrar (Inst) (B) (AE221)

FTE: 100%

Principal Work Location: UW-Stevens Point Main Campus, Park Student Services Center

Supervisor: Todd Huspeni, Associate Vice Chancellor of Teaching, Learning, and Strategic Planning.

Department: Registrar

Department Description: The Office of the Registrar currently consists of eight staff members, which includes the Registrar, Associate Registrar and supporting staff. This office interacts and supports all areas of campus, including faculty/staff, students, and administration.

University Description: Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit www.joinuwsp.org for more information about UW-Stevens Point. To learn about the Stevens Point (aka Point) area fun, jobs, housing, education, quality of life, and bragging rights, visit www.EverythingPointsHere.com.

Position Summary: The Office of the Registrar serves the university by performing a wide range of functions relating to student records management and academic policy administration. The primary mission of the office is to uphold the academic policies of the university and to securely maintain the academic records of current and former students. The Registrar is responsible for the overall management, supervision, and coordination of the activities of the Office of the Registrar; guides staff in the planning and delivery of essential curricular and records services; enhances services in response to faculty and student needs and employs emerging technologies to improve the efficiency, convenience, accuracy, and effectiveness of those services; and provides direction and leadership for implementation and enforcement of academic policies and procedures in compliance with local, UW System, state and federal regulations. The Registrar assumes a leadership role in the implementation, maintenance, and upgrades of the Student Information System (PeopleSoft Campus Solutions) and other software utilized to complete student lifecycle activities. The Registrar position supports the mission of preparing our students for a diverse and inclusive world by accurately managing institutional program and degree requirements, student enrollment, registration, and milestone completion and awarding and transcription of academic degrees. The university Registrar reports to the Associate Vice Chancellor of Teaching, Learning, and Strategic Planning.

Required Qualifications:
- Earned master's degree from an accredited institution
- At least five years Progressively responsible experience in a Registrar or Student Records office.
- Demonstrated experience with supervision of staff
- Experience with enterprise-level student information and course registration systems such as PeopleSoft, Banner, Jenzabar, etc.
- Strong interpersonal skills and a demonstrated ability to work with a variety of internal and external constituencies.
Preferred Qualifications

- Experience using PeopleSoft Campus Solutions
- Demonstrated commitment to customer service and student success
- Demonstrated ability to be solution-oriented, creative, and innovative
- Demonstrated project management skills
- Excellent analytical skills with experience in data analysis and reporting
- Demonstrated capability of researching and analyzing system solutions to administrative problems as they relate to student success

How To Apply

Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the “How to Apply” document for more information.

Anticipated Appointment Date

August 22, 2022

Terms of Employment

This is a limited position, exempt from the Fair Labor Standards Act. Limited appointees serve at the pleasure of the appointing authority and are subject to Chapter UWS 15, Wisconsin Administrative Code, Wisconsin Statutes, Sections 36.17, and UW System UPG #3.

UW Stevens Point provides a competitive benefits package including monthly premiums starting at $32, deductibles starting at $250, auto-enrollment in the Wisconsin Retirement System (pension) with employer contributions, and 17+ days of paid time off (PTO)*. Additional benefits and more information available on our Total Rewards page.

Deadline

To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on July 31, 2022. However, screening may continue until the needs of the recruitment are met.

Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:
- Cover letter addressing qualifications and experience
- Resume
- Contact information for three professional references
- Unofficial Transcripts
  (Official Transcripts required of finalist)

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

Position Contact

For additional information regarding the position, please call or email:
Anne Eckenrod, Co-Search and Screen Committee Chair
Email: aeckenro@uwsp.edu
Phone: 715-346-3909

Human Resources Contact

For additional information regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email:
Human Resources
Email: human.resources@uwsp.edu
Phone: 715-346-2606
The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, “Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world.”

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at https://www3.uwsp.edu/dos/clery/Pages/default.aspx

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

*PTO offering prorated based on start date and hours worked.