



Internal/External	External
Position Title	Associate Registrar
TTC Title and Code	Associate Registrar (B) (AE223)
FTE	100%
Position Information	Principal Work Location: UW-Stevens Point Main Campus  <u>Supervisor:</u> John Gaffney, University Registrar
Total Rewards	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 <a href="#">Total Rewards page</a> . Relocation is not available for this position.
Department	Office of the Registrar
Department Description	The Office of the Registrar serves the University by performing a wide range of functions relating to student records management and academic policy administration. Our primary mission is to ensure the accuracy, integrity, and confidentiality of student records and data. We deliver comprehensive and technology-enhanced services to all members of the University community, and we safeguard our institution and students through the consistent and equitable application of policies.
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 <a href="https://www.uwsp.edu/join-uw-stevens-point/">https://www.uwsp.edu/join-uw-stevens-point/</a> for more information about UW-Stevens Point.
Position Summary	The Associate Registrar, under limited supervision from the University Registrar, is the PeopleSoft Campus Solutions functional lead for the Office of the Registrar and is responsible for managing the daily operations within the office. The position supervises the degree conferral and curriculum management processes and supports 1) secure records management and 2) the registration and enrollment process. As a member of the unit’s leadership team, the associate registrar ensures all processes in the office are handled in a manner that provides excellent customer service to students, faculty, staff, and alumni. The associate registrar will also assume the authority of the registrar in the registrar’s absence.
Required Qualifications	<u>Shift:</u> 7:45am-4:30pm, Monday-Friday. <ul style="list-style-type: none"> <li>• Bachelor’s degree.</li> <li>• Functional experience with enterprise-level student information and course registration systems.</li> <li>• Proven capacity to analyze information, pinpoint issues, explore various solutions, and formulate recommendations.</li> <li>• Proficient in interpreting policies, operational protocols, and complex regulations, enabling informed decision-making tailored to individual circumstances.</li> <li>• Proficient in confidential data management, report generation, and data analysis.</li> </ul>



Preferred Qualifications	<ul style="list-style-type: none"> <li>• Strong organizational and time-management skills</li> <li>• Excellent interpersonal, written, and verbal communication skills.</li> </ul>
How To Apply	<ul style="list-style-type: none"> <li>• Experience working in an Office of the Registrar or Records and Registration Office.</li> <li>• Extensive functional experience with Peoplesoft Student Information System.</li> <li>• Experience with data query tools.</li> <li>• Proven capability to lead teams towards the successful attainment of goals and objectives.</li> <li>• Experience implementing enterprise-level curriculum management software platforms.</li> </ul> <p>This position and instructions on how to apply are located on our <a href="#">website</a>. 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 <b>My Activities</b> 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 <a href="#">How To Apply</a> document for more information.</p>
Anticipated Appointment Date	July/August 2024
Terms of Employment	<p>This is an Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.</p> <p>The successful applicant will be responsible for ensuring eligibility for employment in the United States on or before the effective date of the appointment. University sponsorship is not available for this position.</p>
Deadline and Required Materials	<p><b>TO ENSURE CONSIDERATION: Applications received by Wednesday, 6/12/2024 are ensured full consideration.</b> Applications received after that date may be given consideration at the discretion of the search committee. Application materials will be evaluated and the most qualified applicants will be invited to participate in the next step of the selection process. Incomplete and/or late application materials may not receive consideration.</p> <p><b>Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:</b></p> <ul style="list-style-type: none"> <li>- Cover letter addressing qualifications and experience</li> <li>- Resume/Curriculum Vitae</li> <li>- Contact information (emails and/or phone numbers) for three professional references</li> </ul> <p>(Official Transcripts will be required of finalist)</p> <p>Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.</p>
Position Contact	<p>For additional information regarding the position, please call or email:  Cathy Scheder, Chair, Search and Screen Committee  Email: <a href="mailto:cscheder@uwsp.edu">cscheder@uwsp.edu</a>  Phone: 715-346-4403</p>
Human Resources Contact	<p>If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email:  Human Resources  Email: <a href="mailto:human.resources@uwsp.edu">human.resources@uwsp.edu</a>  Phone: 715-346-2606</p>
Special Notes	<p>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's</p>



University of Wisconsin  
**Stevens Point**

2100 Main Street - Stevens Point, WI 54481  
+1-715-346-2606 (p) +1-715-346-3698 (f)  
[Human.Resources@uwsp.edu](mailto:Human.Resources@uwsp.edu)

mission is, “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](mailto: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/protsv/Pages/Clery.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.



University of Wisconsin  
**Stevens Point**

2100 Main Street - Stevens Point, WI 54481  
+1-715-346-2606 (p) +1-715-346-3698 (f)  
[Human.Resources@uwsp.edu](mailto:Human.Resources@uwsp.edu)