

ASSOCIATE DIRECTOR OF REGISTRATION AND RECORDS

The Associate Director of Registration and Records serves as part of the Registration and Records Office 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 Director of Registration and Records reports directly to the Director of Registration and Records. 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.

Qualifications/Experience Required

- A minimum of a bachelor's degree but a master's degree is preferred.
- Experience of 2-4 years working in an academic setting dealing with curriculum and student records.
- 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 information and regulations, including, but not limited to FERPA, and related academic policies, procedures or services.
- Experience ensuring that policies, procedures and actions match the catalog curriculum, and University policies and procedures as defined by a statewide governing body.
- Expertise in Microsoft Office (i.e., Word and Excel) and an understanding of database construction, management and retrieval techniques.
- A valid driver's license.
- Employment contingent upon the completion of a background check.

Duties and Responsibilities include but are not limited to:

- 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 prerequisites in the student data system.
- Assists in the planning, organizing and implementation of new technology initiatives related to functions of the Registration and Records Office 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 issuing international student visas in the SEVIS system.
- Assist with the evaluation of the academic credentials of international students.
- Assist with specialized assignments, new initiatives and other duties as assigned by the registrar.
- Assist with the general management of the office to insure a high quality, efficient and friendly delivery of student in-person and online services.
- Manages the office website to provide information related to registration, the academic calendar, graduation, and other relevant topics.
- Provide staff training and supervision in technology areas pertaining to registration.
- Participate on university-wide committees as assigned.

Closing Date: The position will remain open until filled, but applications received by October 1, 2015, will receive full consideration.

Salary: Salary commensurate with qualifications and experience.

How to Apply: Send cover letter, résumé, and contact information (i.e., name, address, phone and email) for three professional references to the following address:

West Virginia State University
Associate Registrar Search
Department of Human Resources – 105 Cole Complex
PO Box 1000
Institute, WV 25112-1000
hr@wvstateu.edu

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