REGISTRAR

BASIC FUNCTION: Act as the custodian of all official academic records for the University. Certify qualifications for all degrees and notarize all official transcripts. Possess direct responsibility for the registration of students, and in consultation with the Deans and Department Chairs for the planning of course, faculty and student schedules, as well as the annual academic calendar. Assist in the planning and execution of Commencement and the December Recognition Ceremony. Prepare the University catalogs, graduate and undergraduate, and course schedule. Prepare and submit institutional research and enrollment reports for internal and external constituencies.

QUALIFICATIONS: Master’s degree preferred, with two (2) to three (3) years of professional work experience in a student-centered higher education environment with responsibilities including student record maintenance, personnel management, use of computerized student information systems and interaction with multiple campus constituencies.

GENERAL RESPONSIBILITIES:

- Responsible for all activities pertaining to registration, maintenance of student records, publication of the college catalogue, degree audit protocol and commencement.
- Responsible for the security, management and maintenance of student records and for providing quality assurance and integrity of data in accordance with FERPA regulations.
- Provide guidance for all operational functions in the Office of the Registrar including: the planning for registration and Check-In processes, creation of the master operational schedule, and the scheduling of classrooms and courses, and the final exam schedule.
- Provides direct and indirect supervision to various departmental staff. Conducts performance evaluations according to University policy.
- Represents the University on various committees and serves as a liaison with University offices and outside agencies when appropriate.

In this position, he/she would be expected to have or possess:

- The ability to travel locally and nationally for University business.
- Ability to analyze projects and proposals; develop policy; and stay current with emerging technologies. Ability to shift quickly between several tasks without loss of continuity while balancing priorities to accomplish assigned tasks within the required time frame.
- Ability to work effectively, decisively and flexibly in a fast-paced, dynamic environment. Successful working independently as well as part of a team.
- Excellent writing skills and the demonstrated ability to develop written reports and action plans. Express timely and accurate communication with administration, faculty, students and community members.

Interested persons should please submit a resume, cover letter of interest and contact information for three references to jzimmer@sbu.edu

St. Bonaventure University is an Equal Opportunity Employer, committed to fostering diversity in its faculty, staff and student body, and strongly encourages applications from the entire spectrum of a diverse community. Applicants must be able to pass a criminal background check. Unless otherwise provided by law, a criminal record will not automatically disqualify an individual from employment.