

# University Registrar

## Division of Academic Affairs

### Oklahoma State University



The University Registrar at Oklahoma State University reports directly to the Provost & Senior Vice President for Academic Affairs and is responsible for the provision of student record-related services with an emphasis on academic perspectives, practices, needs, and compliance. In addition to the responsibilities traditionally held by the Registrar, the Registrar is responsible for articulating a vision for the Office that includes new and expanded means of supporting academic activities and planning. The Registrar assures the accuracy and integrity of academic records and develops sustainable means of tracking the institutional history of academic decisions. The Registrar is dedicated to the maintenance of the high level of service currently provided, and takes advantage of technological opportunities to further enhance services and information management, while constraining operational costs.

Additionally, the Registrar collaborates with the academic deans, assistant/associate deans, governance groups, and the faculty to support the academic mission of the University, and plays a key role in advising and consulting with them on academic policy matters. The Registrar identifies emerging policy questions in conjunction with the Provost's Office, brings them to the attention of relevant governance and administrative groups, and ensures that policy decisions as they affect the Registrar's Office are made operational. In collaboration with others, the Registrar manages and develops registration services, academic support services, certifications and official publications; interprets, enforces and participates in development of academic policy; leads the University Commencement Committee; and serves as a campus leader for FERPA. The Registrar provides leadership and management for the office which includes 30 full-time staff and a budget of more than \$1 million. While appropriate duties and proportionate authority may be delegated to others, the Registrar may neither delegate nor relinquish responsibility for results. Additional information can be found at: <http://registrar.okstate.edu/>.

**QUALIFICATIONS:** Candidates should possess an earned master's degree and a minimum of six years in a higher education setting that includes a demonstrated history of promoting ethical behavior and social responsibility, and the capacity to lead, work, and communicate effectively with internal and external constituencies, policy development and administration. Also required is a demonstrated commitment to exceptional service to all constituencies (e.g., students, faculty, staff, and alumni). Preferred qualifications include a doctorate; experience at a comprehensive, research university; experience with technology used in academic settings (e.g., degree audit, classroom scheduling software, student information systems); proven ability to work with various and diverse constituents at all levels of the University as well as external constituents to develop and implement successful processes and policies; ability to handle multiple assignments at any given time; ability to respond in a helpful and sensitive manner to questions and concerns; systems thinking/development; demonstrated leadership abilities, including the abilities to manage funds, and delegate responsibilities and authority; and willingness and ability to take responsible risks and to make decisions.

**SALARY:** Commensurate with qualifications and experience.

**BEGINNING DATE:** As soon as possible following acceptance of position.

**APPLICATION:** For full consideration, applications should be submitted online at <https://jobs.okstate.edu>, **Req 3896**, no later than September 29, 2017. For assistance contact OSU Human Resources, 106 Whitehurst, or call 405-744-7401. A complete application will include a letter indicating the applicant's interest, experience and qualifications for the position, a resume, and the names, telephone numbers and email addresses of five professional references who will not be contacted without prior notification. Candidates selected for interview may be asked to provide official transcripts.

*Oklahoma State University is an Affirmative Action/Equal Opportunity/E-verify employer committed to diversity and all qualified applicants will receive consideration for employment and will not be discriminated against based on age, race, color, religion, sex, sexual orientation, genetic information, gender identity, national origin, disability, protected veteran status, or other protected category. OSU is a VEVRAA Federal Contractor and desires priority referrals of protected veterans for its openings. OSU will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)*