



Shawnee State University
Registrar

Position is responsible for academic records and diplomas of all Shawnee State University students and alumni. Principle duties include: oversee course registration, degree audit, residency domicile and transcripts for more than 4300 currently enrolled students; provide campus wide, state, and federal reporting on enrollments; determine athletic eligibility; oversee classroom scheduling; direct the collection, recording and dissemination of grades; assist with academic catalog; work collaboratively with the academic and administrative communities; create, modify and administer policies and procedures related to student registration; manage department staff; serve on university committees; perform other related duties as assigned. Reports to Associate Vice President of Enrollment Management.

Minimum Requirements include:

- Master's degree required; will consider a bachelor's degree with demonstrated knowledge gained from extensive, senior-level management experience in a university Registrar's office.
- 5-7 years related work experience with at least 2 years supervising staff and budget management.
- Must provide evidence of fiscal responsibility in budgeting;
- Excellent written and verbal communication skills.
- Extensive understanding of an integrated student information system.

Preferred credentials include:

- Successful record of leadership and experience in developing, implementing and assessing a strategic plan.
- Experience in solving problems and resolving conflicts
- Demonstrated record of excellent customer service to students, faculty, and staff.

For full consideration, submit a letter of application, vitae, unofficial transcripts, names, addresses, telephone numbers, and email addresses of three references no later than February 26, 2010. Official transcripts will be required upon employment to: Director of Human Resources, Shawnee State University, 940 2nd St., Portsmouth, OH 45662. Electronic application may be made at: HR@shawnee.edu Job description and additional information about the University available at www.shawnee.edu

*SSU seeks staff members who share our commitment to students as our first priority.
SSU is an AA/EOE*