

Position Announcement

University of North Texas University Registrar

Since 1890, the University of North Texas (UNT) has been a catalyst for the transformation of its students and the North Texas region. UNT is dedicated to providing an excellent educational experience to over 38,000 diverse students while fueling the intellectual, economic, and cultural progress of one of the fastest-growing and most dynamic regions in the United States. A student-focused public research university with an emphasis on sustainability, UNT offers 105 bachelor's, 88 master's, and 37 doctoral degree programs, many nationally and internationally recognized. Located in Denton, approximately 36 miles north of Dallas and Fort Worth, UNT is one of the region's largest and most comprehensive universities. It is classified as a Carnegie Tier One research institution, with 3,700 dedicated full-time faculty and staff members focused on helping students succeed, and more than 425 student organizations, 42 fraternities and sororities, and 137 academic and honor societies.

Reporting to the vice president for enrollment, the university registrar oversees a portfolio of responsibilities with a focus on advancing academic initiatives, supporting the academic enterprise, and promoting the overall mission of the University. The university registrar manages a complex organization, overseeing all operational, personnel, policy, and information technologies within the office, and serving as a leader within the division. The registrar provides information and actionable data to shape institutional and divisional discussions, trends, policies, processes, security, and strategic practices in support and advancement of the academic mission. The position provides leadership and oversight to all aspects of the office, including curriculum management; data accuracy and integrity; operational efficiency; registration; course scheduling; classroom scheduling; course evaluations; data custodian/data steward of academic records; enrollment verification and utilization; grade processing; university degree requirements; degree audit and certification and transcript evaluation and processing; and active support of the University's PeopleSoft student information system. The university registrar must also be knowledgeable about various systems that interface with student data and ensure that the interfacing of data adheres to FERPA/HIPAA compliance. The university registrar also serves as the NCAA certifying officer; supervises various institutional certification functions such as veterans' benefit eligibility; leads the development of the academic infrastructure, to include secure administrative systems for maintenance and reporting of student and course information; and develops and administers university academic and administrative policies affecting students at all campuses and locations.

A master's degree with significant, documented, progressively responsible experience in registrar-related duties within a higher education institution are required. The ideal candidate will possess strong analytical, interpersonal, written, and oral communication skills; be a proven collaborative decision-maker and work well under pressure; demonstrate knowledge and understanding of complex information and computer systems, various software applications, and data infrastructures; possess knowledge of federal regulations, including FERPA, national trends, and current research and best practices in the field of registration and records; possess considerable change management and project management skills, including the ability to organize, prioritize, manage, and analyze large amounts of data.

The successful candidate will demonstrate a proven record of developing relationships and building rapport with internal and external academic and administrative constituencies and an unwavering commitment to delivering superior customer service. The successful candidate will also demonstrate a proven record of developing and administering university academic and administrative policies affecting

students and courses as well as the ability to lead the development of infrastructure to ensure secure administrative systems for maintenance and reporting of student and course information. In addition, the successful candidate will have the experience to manage a dynamic team of three direct reports, a total of 48 staff members, and an operational budget of approximately \$3 million as well as oversee all training, supervision, professional development, and evaluation of staff to ensure a climate of collaboration and teamwork.

The successful candidate must possess a forward-looking vision and be dedicated to cultivating and leading a cohesive and resourceful team within the Registrar's Office. In addition, demonstrated accomplishments on major projects requiring innovation and creative thinking and demonstrated experience embracing diversity and inclusion and providing opportunities for staff to develop greater cultural competence will be expected of the university registrar.

Extensive knowledge of and expertise with enterprise-wide student information systems and emerging information technologies, along with demonstrated experience in developing and utilizing that technology in a very complex college/university setting with multiple campuses and academic programs, will be expected of the university registrar. Previous experience with the PeopleSoft student information system will be a plus.

Review of applications will begin October 4, 2019, and continue until the position is filled. A resume with an accompanying cover letter may be submitted via the Spelman Johnson website at www.spelmanjohnson.com/open-positions. Nominations for this position may be emailed to Kendra E. Dane at ked@spelmanjohnson.com. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

Visit the University of North Texas website at: www.unt.edu

The University of North Texas System and its component institutions are committed to equal opportunity and comply with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University of North Texas System and its component institutions do not discriminate on the basis of race, color, sex, sexual orientation, gender identity, gender expression, religion, national origin, age, disability, genetic information, or veteran status in its application and admission processes, educational programs and activities, and employment practices.