

Registrar
Indiana State University

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Posted Feb. 8, 2024, set to expire Jun. 9, 2024

Job Title	Registrar
Department	Office of the Registrar
Institution	Indiana State University Terre Haute, Indiana
Date Posted	Feb. 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Enrollment Management/Registrar
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Job Description	

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Indiana State University seeks a Registrar. The Registrar provides leadership and oversight for the maintenance and integrity of the student academic record. As such, the Registrar leads a staff that manages registration, class and room scheduling, fee calculation, transfer and articulation, official student academic record and degree audits, university catalogs and related policies, military benefits, and internal data requests and technology, and liaises with intra- and inter-university constituents, governmental, and educational agencies regarding the student record. This position requires a unique combination of strong leadership, technical, and interpersonal skills, as well as the ability to manage multiple projects simultaneously. The Registrar must create and maintain collaborative working relationships with institutional leadership, faculty, and staff, and support University programs and policies as established by federal, state, administrative, and academic entities. The Registrar acts as a central communication resource for academic and policy information related to student records management.

Required Education & Experience:

Qualified applicants must have a minimum of a master's degree in business, education, or a related field in addition to 5-6 years of experience.

Application Process:

Please submit an application and all required materials by March 1, 2024 for full consideration. For more information about the position or to apply, please visit <https://jobs.indstate.edu/postings/47127>

About the Institution:

Indiana State University is a world-class center of higher education, located in Terre Haute, Indiana, and serving a multi-state region that stretches from Indianapolis to St. Louis, Chicago, Louisville, Cincinnati, and beyond. It has been recognized by the Princeton Review as among the best universities in the Midwest.

Indiana State is a beautiful, pedestrian-friendly campus located within walking distance of local shops, restaurants, and activities in Terre Haute's historic downtown district. Situated near the Indiana-Illinois border, the campus is about an hour's drive from Indianapolis and within a few hours of other major metropolitan areas.

Indiana State offers more than 100 undergraduate degree programs and more than 70 graduate degrees, certificates, and licensure programs, many offered on campus and online. It also serves as a dynamic educational partner for businesses and industries across Indiana and throughout the Midwest. Indiana State is noted for programs in education, business administration, operations and supply chain management, aviation, criminology and criminal justice, cybersecurity, insurance and risk

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management, psychology, engineering technology, and a variety of health and human services degrees, among many others.

Indiana State, one of the most diverse campuses in Indiana, is a welcoming community of students, faculty, and staff representing most U.S. states and many countries around the world. There are more than 260 student-run organizations offering activities and entertainment throughout the year, along with 15 NCAA Division I athletic teams, a first-rate student recreation center with numerous classes and recreational sports programs, and a Performing Arts Series and University Speakers Series that bring national touring productions and speakers to campus.

Indiana State is a place of belonging where students, faculty, and staff learn and thrive together. Join our Sycamore family!

Indiana State University is an equal opportunity employer committed to hiring people with many varied backgrounds, identities, and characteristics to join our institution; additionally, we are committed to providing reasonable accommodations for qualified individuals with disabilities and disabled veterans in our job application procedures.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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