

University Registrar, Registration and Records - Division
of Academic Affairs (34819)
Northern Illinois University

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Posted Mar. 9, 2021, set to expire Jul. 9, 2021

Job Title	University Registrar, Registration and Records - Division of Academic Affairs (34819)
Department	Registration & Records
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Mar. 9, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Enrollment Management/Registrar
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Job Description

Primary Function

Reporting to the Senior Vice Provost for Academic Affairs, the Registrar contributes to the academic mission through oversight for the administration and management of the Registration & Records Office and stewardship of all student academic and curriculum records, by advancing academic initiatives and creating an administrative structure that supports student success while maintaining a focus on student service. The Registrar is responsible for the integrity and security of student academic data and serves as the campus compliance officer for FERPA. This position collaborates with administrators, chairs, deans, faculty, the Division of Information Technology, and academic advisors to facilitate and improve services to students.

Duties and Responsibilities (generally)

The Registrar provides leadership in all aspects of the operation of Registration and Records, and will have ultimate responsibility for the following key objectives (listed in no priority order):



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Student Success and Retention:

The Registrar provides innovative, strategic leadership and operational management for the Office of Registration and Records. In this capacity, the registrar serves as a university leader in developing and delivering services and programs related to student records, enrollment, graduation, and the management of the course catalog and class schedule. This position works collaboratively with other offices and units to implement processes that are student-centric and enable students to meet their academic goals.

This position is ultimately responsible for the day-to-day management of the entire unit staff, office budget and enforcement of relevant policies and procedures. The Registrar oversees and manages all activities related to commencement including planning, directing and coordinating all activities associated with university commencement ceremonies. Further, the registrar has the ultimate responsibility for the management of all academic records and policies and procedures at the university; ensuring all academic policies and procedures are followed as developed and approved by university committees; as well as those outlined in the university catalog, shared governance bodies, administrative committees and the board of trustees. The Registrar is a critical partner working with other offices in advancing strategic priorities of the university such as enhancing enrollment, recruiting and retention.

Administration, Planning, Compliance and Management:

The position oversees the day-to-day management of the office, delegating responsibilities to appropriate individuals as needed. In collaboration with the senior vice provost, the Registrar provides leadership in long-range and strategic planning that addresses an evolving academic environment. The candidate will implement, monitor and report on the progress of the plans in close collaboration with the faculty, president, executive vice president and provost, board of trustees, alumni and other constituencies. The successful candidate will ensure that financial resources are adequate and prudently managed through the development of an effective annual operating budget and long-term financial planning.

As FERPA compliance officer, the registrar is responsible for the administration of university policies concerning the confidentiality of student records. The registrar serves as the main resource to university departments and campus officials for institutional policies and practices relating to student academic records, particularly regarding balancing the campus need for data access with the legal and ethical issues involved in the privacy and security of student records. In addition, the registrar ensures strict adherence to all NCAA policies, procedures and regulations as relevant to the office. This position also maintains a leadership role in the implementation and maintenance of information

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systems throughout the enterprise. The Registrar will demonstrate a vision for effective data and records management, operational efficiencies and streamlined processes.

Collaboration with University Leadership:

The Registrar plays a critical role in ensuring that strong partnerships are nurtured and sustained among faculty, staff, students, other leaders and the NIU administration in furtherance of the goals of the office. The Registrar works collaboratively to formulate administrative policy, information systems, budgeting and governance approaches that strengthen the student experience at NIU. The successful candidate will work in conjunction with other senior leadership to further the overall mission of NIU.

Excellence and Enhancement of Academic Mission:

The Registrar is a forward-looking leader who brings an awareness of strategies and approaches to enhance the operation of the Office of Registration and Records. By interfacing with other Illinois public institutions and national organizations such as AACRAO, the successful candidate will remain aware of current practices pertaining to the duties of the office, and ensure that NIU adopts practices, policies and procedures that support the success of its students.

Minimum Required Qualifications for this position

- Earned master's degree from a regionally accredited university.
- Eight years of progressively responsible administrative experience in a comprehensive registration and records office.
- Demonstrated experience with budget formation and management.
- Record of exceptional ethical behavior and integrity.
- Proven and demonstrated commitment to equity, diversity and inclusion.
- Effective interpersonal and communication skills to interact verbally and in writing with diverse constituencies including students, faculty and administrators; to facilitate teamwork among staff and in committees; and to foster effective working relationships externally with schools, colleges, organizations and agencies.

Specialty Factors (Additional Required Qualifications)

Education and Experience Preferred

- Master's degree preferably in higher education, management, information systems or field relevant to the registrar's duties.
- Experience with information systems typically managed by the registrar including degree-audit, classroom scheduling and student records management.
- Ability to provide creative and distinctive leadership to NIU's graduate programs, continually seeking

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opportunities to advance academic excellence and innovation in teaching, research and artistic endeavor.

- Understanding of the functional areas of the Office of Registration and Records including classroom scheduling, the university catalog, student records management, data reporting and commencement.
- Demonstrated leadership experience related to the functions of the registrar.
- Experience with the compliance functions of the registrar including regulations, policies and procedures related to FERPA, NCAA reporting and other student records management.
- Proven support for the success of students with demonstrated positive results in developing student-centered administrative processes.
- Evidence of strong and effective administrative skills, with a capacity to build and develop leadership teams at all levels of the unit, including administrative staff and faculty.
- A deep respect for and commitment to diversity, equity and inclusion as exhibited by a record of promoting diversity, equity and inclusion in the promulgation, implementation and development of student-facing policies.
- Bring a deep understanding of the changes taking place in higher education and a commitment to forward-looking leadership and change in the operation of the Office of Registration and Records.
- Work collegially with other members of the university's executive administration and support the full extent of the mission of NIU.
- Develop collaborative programs with other university colleges and departments; and possess experience in managing growth and change, the ability to resolve conflict and build consensus, and a willingness to seize opportunities.

Contact Information

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

Contact