

Associate Registrar (0323U) 25985
University of California, Berkeley

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Posted Oct. 27, 2021, set to expire Feb. 23, 2022

Job Title	Associate Registrar (0323U) 25985
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 27, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Enrollment Management/Registrar
Apply Online Here	https://apptrkr.com/2589207

Apply By Email

Job Description

Associate Registrar (0323U) 25985
About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual,

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economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [\[url=https://apptrkr.com/get_redirect.php?id=2589207&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=2589207&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get_redirect.php?id=2589207&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=2589207&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get_redirect.php?id=2589207&targetURL=https://strategicplan.berkeley.edu/\]](https://apptrkr.com/get_redirect.php?id=2589207&targetURL=https://strategicplan.berkeley.edu/)our Strategic Plan[\[url=https://apptrkr.com/get_redirect.php?id=2589207&targetURL=https://strategicplan.berkeley.edu\]](https://apptrkr.com/get_redirect.php?id=2589207&targetURL=https://strategicplan.berkeley.edu).

Departmental Overview

The goal of the Office of the Registrar (OR) is to connect our outstanding students with the campus's incredible curriculum and faculty. We are stewards for mission-critical student records that support operations throughout the campus, as well as data that supports decision-making and reporting. We interpret and implement the academic and administrative policies of the campus in the areas of student registration and enrollment, produce the catalog of courses and curriculum, manage classrooms and scheduling, maintain student records including grades and graduation, and provide FERPA training.

The Office of the Registrar provides critical services that support:

- * Navigation: Develop public-facing enrollment planning tools featuring class searches by major requirements, open seats, instructor, waitlists and enrollment restrictions.
- * Discovery: Promote Suggested Classes on Twitter, highlighting under-enrolled classes; Support new academic opportunities and international programs.
- * Student Experience: Empower students with information on veterans' benefits, preferred name, degree completion, and policies.

Application Review Date

The First Review Date for this job is: November 9, 2021

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Responsibilities

The Associate Registrar (AR) is responsible for introducing strategic initiatives that add value, improve service to students and faculty, drive cost savings, and reduce risks. The AR oversees the planning, management and control of several complex operations with campus-wide impact including: Student Records and Transcripts, Graduation and Diplomas, Curriculum Management and Catalog Production, Vendor Management, and Strategic Business and Technical Initiatives.

The AR serves as a senior member of the Office's management group. The AR manages a complex series of programmatic activities and coordinates staff efforts to provide centralized services essential to the entire student body, alumni, faculty instructors, and staff in other academic and administrative departments. The AR will formulate short- and long-term goals and objectives in consultation with the Registrar, faculty, Deans, department chairs, academic committees, department heads and representatives from other institutions. The AR is one of the primary business partners and operational experts in various system development efforts that affect all students, staff, and faculty on campus. The AR directly supervises 6.00 FTE and indirectly supervises 5.00 FTE and has budgetary oversight for a share of the Office of the Registrar's \$3.2 million total operating budget.

OPERATIONS/POLICY: PLANNING, IMPLEMENTATION, AND REVIEW:

* The Associate Registrar for Academic Records, Student Services, and Transcripts manages a complex series of programmatic activities and coordinates staff efforts to provide centralized services essential to the entire student body, all instructors of record, and the campus as a whole. The incumbent formulates short and long-term goals and objectives in consultation with faculty, Deans, department chairs, academic committees, department heads and representatives from other institutions

- * A. Student Records and Transcripts
- * B. Graduation and Diplomas
- * C. Curriculum Management and Catalog Production
- * D. Vendor Management
- * E. Strategic Business and Technical Initiatives.

TECHNOLOGY: PLANNING, IMPLEMENTATION, REVIEW, AND MODIFICATION

* The AR serves as a key business partner to IST and as a chief advisor to the University Registrar in planning, implementation review, and modifications to existing and new student information systems applications, local in-house systems, and external/vendor/third party systems. In the next five years,

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the AR will play a major role in the revamping/rethinking of ways to leverage the new Campus Solutions SIS and enhance service to current and prospective students, faculty and staff via complimentary bolt-on systems.

BUDGET

* The AR has full operational oversight for approximately \$1 million of the OR budget and is responsible for developing and implementing budgets for managed functions. To meet operational demands with limited fiscal and HR resources, the AR must continually explore creative means to carry out essential functions. The Associate Registrar consults with the appropriate staff in the Office of the Registrar, explores options with professional experts, and guides technological innovations to the office's online services being provided to both students and alumni and stays within budget. The Associate Registrar is responsible for identifying ways to gain low-cost solutions to perform critical but labor-intensive tasks such as the production of transcripts, and the imaging project.

PERSONNEL

* The AR directly supervises 6 FTE and indirectly supervises 5 additional FTE. The AR provides direction to subordinate managers and/or supervisors. The AR makes decisions on performance, salary actions, hiring decisions and other human resources related issues of managed staff. Being responsible for this division, the Associate Registrar cultivates internal organizational relations by exchanging communications with staff concerning operational needs, what and how decisions are reached, and seeks their input on how changes should be implemented. The incumbent provides orientation and introduction of new staff into their new environment, and reinforces through meeting, verbal and written communications, the identity, structure, and culture of the division. The Associate Registrar also leads in acting on difficult personnel challenges, such as implementation of layoffs, preventing or quelling employee disputes, meeting with Union representatives, and ameliorating patterns of poor performance.

COMMUNICATION

* The Associate Registrar exercises initiative and judgment in determining the types of information the University Registrar requires to execute management authority and communicates such information in a timely manner; provides for general communication with staff in other divisions within the Office of the Registrar, keeping them informed of changes and deadlines; keeps all managers well-informed of procedures by meeting and discussing problems and issues that may arise. The incumbent exercises initiative and judgment in determining the types and frequency of communication necessary with academic and administrative departments to ensure seamless operations among service and

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academic departments.

Required Qualifications

- * Advanced knowledge of advising and counseling techniques or experience working with an advising community or equivalent.
- * Knowledge of common computer application programs, collaboration tools and ticketing systems, and knowledge of or the ability to gain knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- * Skills in monitoring/assessing people, processes or services, to make improvements.
- * Skills in project management, social perceptiveness to be aware of others' reactions and understanding why they react as they do.
- * Ability in problem identification, reasoning, ability to develop original ideas to solve problems, persuasion, leadership.
- * Experience overseeing administration of student services and academic records in a large public/private higher educational setting.
- * Experience enforcing and implementing Federal and State laws as well as University, Academic Senate, and Berkeley Campus regulations and policy regarding course enrollment, student information systems, student academic records, and student frontline services.
- * Extensive knowledge of the Standing Orders of the Regents and Academic Senate regulations.
- * Knowledge of the Federal Family Educational Rights and Privacy Act of 1974 (FERPA) and comparable privacy statutes.
- * Progressive knowledge of technical and student information systems to oversee the implementation, development, design, and training necessary for replacement or modifications to computerized student data and records systems as campus requirements and technology change.
- * Leadership skills with strong decision making skills and demonstrated good judgment.
- * Organizational and planning skills with ability to prioritize workload and issues.
- * Analytical skills with ability to analyze complex issues and provide recommendations.
- * Interpersonal skills with ability to work collaboratively with others, foster a team environment and be adaptable to change.
- * Political acumen with excellent communication skills.
- * Strong management and supervisory skills.
- * Superior writing skills.
- * Operations management over comparable staff and budget, working with complex administrative processes; implementing and enforcing organizational policies and practices within a large decentralized environment.
- * Must have the ability to take the initiative and anticipate what will be needed to function with significant autonomy while keeping the University Registrar informed of the progress. Assignments will

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be given in very broad terms and outcomes are measured against their effectiveness in supporting both OR's internal needs and the external effect they have on OR's numerous constituents.

- * Creative and innovative in problem solving and in leveraging technology to increase efficiencies in the management of student records systems.
- * Customer and solutions oriented with commitment to raising the bar on customer service while maintaining compliance to policies.
- * Ability to manage effectively both independently and as a member of a senior management team.
- * Ability to function effectively under time constraints and rapidly changing priorities.
- * Demonstrated ability to effectively manage complex projects.
- * Bachelors degree in related area and/or equivalent years experience/training.

Preferred Qualifications

- * Advanced degree in related area

Salary & Benefits

This is a full-time, career position with a hiring range commensurate with experience. Hiring range is \$120,000 - \$135,000/annually. For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get_redirect.php?id=2589207&targetURL=https://ucnet.universityofcalifornia.edu/compen and-benefits/index.html]https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive.

Conviction History Background

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This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

[url=https://apptrkr.com/get_redirect.php?id=2589207&targetURL=https://www.eeoc.gov/sites/default/files/mig

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get_redirect.php?id=2589207&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/2589207]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

Contact Information

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

Contact

N/A

University of California, Berkeley

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