

Registrar  
Virginia Military Institute

Direct Link: <https://www.AcademicKeys.com/r?job=252533>

Downloaded On: Apr. 18, 2025 5:19pm

Posted Jan. 31, 2025, set to expire Jun. 4, 2025

**Job Title** Registrar  
**Department** Dean's Office  
**Institution** Virginia Military Institute  
24450, Virginia

**Date** Jan. 31, 2025  
**Posted**

**Application** Open until filled  
**Deadline**  
**Position** Available immediately  
**Start Date**

**Job** Director/Manager  
**Categories**

**Academic** Enrollment Management/Registrar  
**Field(s)**

**Job** <https://www.vmi.edu/about/offices-a-z/human-resources/jobs/all/job-openings/name-48062-en.p>  
**Website**

**Apply** <https://secure.dc4.pageuppeople.com/apply/1125/gateway/Default.aspx?c=apply&sJobIDs=504>  
**Online** [us](#)  
**Here**

**Apply By**  
**Email**

**Job**  
**Description**

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Virginia Military Institute invites applications for the position of Registrar. Reporting to the Deputy Superintendent for Academics and Dean of the Faculty, the Registrar.

**Job Responsibilities:**

- Oversees and manages the accurate and efficient collection, recording, maintenance, and distribution of academic data relative to both current and former cadets.
- Interprets and upholds all academic rules, regulations, and policies of the Institute while maintaining the professional integrity of the Registrar's Office.
- Promotes continuous improvement in the execution of standardized and ad hoc reporting through utilization of the Ellucian Colleague system, in collaboration with the Department of Information Technology.
- Supervises the degree audit and certification process, preparation of diplomas, and certification of cadet academic and/or enrollment eligibility (e.g., honors, NCAA certification, NSLC, SEVIS, transfer credit).
- Ensures compliance with all NCAA rules and certification standards; monitors, tracks, and certifies the academic performance of eligible NCAA athletes in CAi (as submitted by the Athletic Department) and reports on the status and progression of each.
- Oversees the publication of the Institute catalog (via Acalog).
- Supports reporting requirements in relation to state and federal enrollment reporting, and Post-wide support in relation to ad hoc data needs, including oversight for the State Security Class approval of all student records access requests, and conducts bi-annual reviews of active security classes authorizations in accordance with Virginia State requirements.
- Serves as the institutional authority on FERPA, ensuring that privacy standards are met and that policies are consistent and communicated to the Post community.
- Chairs the Scheduling Committee to ensure balanced and effective utilization of the academic week and academic day in developing fall and spring course schedules.
- Serves on other committees as assigned by the Deputy Superintendent for Academics.
- Provides leadership, training, and oversight for the Registrar's staff to ensure the highest levels of customer service and support.
- Performs other related duties as assigned by the Deputy Superintendent for Academics and VMI Administration.

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This is a full-time, in-person, 12-month Administrative and Professional Faculty position. The salary is competitive, commensurate with experience. VMI offers an attractive benefits package, including health and dental insurance and retirement options. The details are available online in the Administrative/Professional Faculty Handbook.

Virginia Military Institute is a state-supported four-year undergraduate military college offering leading academic programs in the liberal arts, engineering, and the sciences. It is located in the southern Shenandoah Valley of Virginia. Lexington, Virginia (pop. 7,000), is also home to Washington & Lee University and offers a stimulating cultural atmosphere in a pleasant, rural setting.

**Minimum Qualifications:**

- Bachelor's degree.
- Minimum of 5 years of experience in an academic Registrar's Office.
- Superior oral, written, and interpersonal communication skills.
- Superior organizational skills and service ethic.
- Proficiency with education-specific relational database use and management.
- Experience implementing best practices associated with policies concerning academic records, institutional research, accreditation, and FERPA.
- Ability to use technological tools and programs for continuous improvement of the functions of the Registrar's Office.
- Willingness and ability to work nights and weekends as necessary to fulfill the mission and duties of the office.

**Additional Considerations:**

- Experience with Ellucian Colleague database and Entrinsik reporting.
- Master's degree in higher education administration or a relevant field.
- Progressively increasing leadership experience in higher education.

In addition to the online application please include a letter of interest, curriculum vitae, and contact information for three professional references.

Applications will be reviewed on a rolling basis and will be accepted until the position is filled.

Start date is flexible, preferred by 17 March 2025.

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A background check is required for the final candidate.

**EEO/AA Policy**

VMI is an Equal Opportunity Employer. In a continuing effort to enrich its academic environment and provide equal education and employment opportunities, VMI encourages women, minorities, disabled individuals, and veterans to apply. AmeriCorps, Peace Corps, and other national service alumni are also encouraged to apply. VMI will provide reasonable accommodation to qualified individuals with documented disabilities to ensure equal access and equal opportunities with regard to employment, educational opportunities, programs and services.

**Contact Information**

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

**Contact**

Dean's Office  
Virginia Military Institute  
24450, VA 24450

<b>Phone Number</b>	540-464-7212
<b>Contact E-mail</b>	<a href="mailto:hroffice@vmi.edu">hroffice@vmi.edu</a>