

STAFF VACANCY ANNOUNCEMENT

Registrar

Department: Registrar's Office

Position: Full-time

Wage: \$50,000-\$55,000/year

Union Affiliation: None

Posting Date: April 2022

Description

The Registrar's Office is part of the university's division of Academic Affairs. This position provides the highest level of customer service and works closely with Admissions, Advising, Financial Aid, Information Technology Services, School of Outreach, University Relations, and the Provost's Office. The Registrar will maintain the integrity and accuracy of student academic records; administer college academic policies and procedures related to the registration cycle; manage the complete cycle of course scheduling, registration, grading, athletic compliance, and certification of degree candidates; provide viable solutions for educational objectives; and provide trainings to support registration and grading procedures for software programs related to registration and course scheduling processes.

The position is responsible for:

- Administering student course registration for all students;
- Managing student academic records and administrative tasks related to academic policies and degree requirements, including items such as:
 - Storing and archiving student records and other documents;
 - Interpreting and applying federal and state regulations and developing and implementing effective policies and procedures related to student registration records;
 - Collaborating with the Athletic Department to maintain NAIA and NIRA eligibility requirements;
 - Following governmental regulations and laws for student privacy and rights for FERPA, Title IX, American Disabilities Act and Rehabilitation Acts, Solomon Act, Montana State regulation and laws, and any other laws that relate to registration;
 - Auditing students' progress toward degree completion;
 - Preparing and releasing official transcripts;
 - Assisting with international student processes and policies;
 - Serving as a Designated School Official (DSO) for SEVIS/International Students;
- Preparing and updating the academic calendar and master course schedule including classroom assignments;

- Maintaining the Banner Course Catalog and schedule in accordance with approved curriculum changes and policy/procedure updates;
- Advising faculty, staff, and students on registration policies and procedures;
- Administering and communicating processes to post and change grades, grade changes, incompletes, academic standing, and honors in Banner and on official transcripts each semester;
- Coordinating the annual commencement ceremony;
- Serving as the Common Course Liaison and the Prior Learning Assessment Liaison;
- Supervising staff;
- Managing standard office responsibilities;
- Exploring new processes, procedures, and technologies to improve services that benefit students and Montana Western;
- Serving on appropriate University committees;
- Other duties as assigned.

Qualifications

The successful candidate will possess:

- Bachelor's degree and at least 5 years of related experience in higher education;
- Outstanding organizational, time management and analytical skills to work effectively with multiple offices and deadlines while paying careful attention to detail;
- Strong skills in the operation of personal computers and a variety of software programs including Microsoft Office (Word, Excel, Outlook) and the ability to learn new software;
- Good communication, writing, public speaking, and presentation skills. Demonstrated ability to maintain consistent attention to detail;
- Strong customer service experience and ability to deal effectively with a wide variety of individuals within and outside of the University;
- Ability to read and interpret technical software manuals;
- Ability to lift at least 20 pounds;
- Discretion, personal integrity and superior ethics. This position deals extensively with confidential and sensitive information covered under federal FERPA guidelines.

Preferred Qualifications

- Familiarity with higher education organizational structures and academic policies;
- Knowledge of Ellucian Colleague;
- Ability to develop and maintain recordkeeping systems for various student records;
- Strong skills in administering complex record systems and policies, including some experience with computerized information systems.

Application

Applications must include a letter addressing the qualifications for the position, a resume, and the names and contact information of three references. Please send application materials to:

Patti Lake
Personnel Officer
The University of Montana Western
710 S. Atlantic St.
Dillon, MT 59725
Patricia.lake@umwestern.edu

Questions regarding this position should be directed to Johnny MacLean via email @ johnny.maclean@umwestern.edu or by calling 406-683-7115. Review of applications will begin immediately and remain open until the position is filled.

The University & Dillon Area

The University of Montana Western is a dynamic, innovative, undergraduate university with over 65 full-time faculty and 1,300 students. It is located in Dillon, Montana in the scenic Rocky Mountains and has been awarded numerous top national rankings for delivering high quality, affordable education.

Montana Western is the only public four-year college in the nation offering *Experience One (X1)*, experiential learning delivered on the block schedule. Class sizes are small and students take a single course at a time, three hours each day for 18 days, before moving on to the next course. Each course is four credits and four blocks are offered each semester. The block schedule facilitates field and lab work, undergraduate research, study travel, and interdisciplinary teaching. Montana Western's faculty strongly believe in mentoring and inspiring students, and assisting them in the transition from university life to professional careers.

The University of Montana Western is an integral part of the Dillon Community. With a population of 5,000 people, Dillon is known for outstanding public schools, safe environments, recreational opportunities, and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for any position will be subject to a criminal background investigation.