

POSITION VACANCY

Westminster College

Registrar

Westminster College seeks student-oriented candidates for the Registrar, beginning January 1, 2023. The Registrar works collaboratively with offices across the College to manage all functions related to undergraduate and graduate course schedules, registration, academic records, and institutional research. This full-time administrative position reports to the Vice President for Academic Affairs and Dean of the College.

In addition to the requirements below, the new Registrar must have exceptional attention to detail, commitment to accuracy of all academic records and institutional data, and a positive student-oriented focus. Understanding the need to interpret and comply with institutional and federal policies (e.g., FERPA), he/she/they will work with the appropriate faculty and staff to prepare the schedule of classes and the final period, establish deadlines related to academic policies, manage online registration each semester, evaluate transfer and transient credits, and evaluate students' eligibility for graduation. The qualified applicant will have experience with administrative software systems and will be the primary administrator of the College's Registration module in Jenzabar One. He/She/They will work with a student-oriented staff and will support assessment activities for the Registrar's Office, academic programs, and the institution generally, including accurate reporting of data related to IPEDS, the National Clearinghouse, and accreditation through the Middle States Commission on Higher Education.

Education and Experience

- An earned Master's degree or higher is required;
- Experience as a Registrar or Assistant/Associate Registrar, or comparable experiences in higher education that show related, progressive responsibilities.

Knowledge and Skills

- Proficiency with the Jenzabar One and platform is preferred; experience with Microsoft Office and digital catalog platforms;
- Strong attention to detail and commitment to data and reporting accuracy;
- Excellent written, verbal, and interpersonal communication skills;
- An ability to provide leadership and direction in creating an atmosphere of student-oriented services; and
- Currency in federal, state, local, and institutional policies that relate to academic records, institutional research and reporting.

Applications will be accepted until an appointment is made. Please email cover letter, curriculum vitae or resume, and a list of at least three professional references to Dr. Jamie McMinn, Vice President for Academic Affairs and Dean of the College, mcminnj@westminster.edu. Any offer of employment is subject to receipt by Westminster College of satisfactory references, verification of employment and education, and Commonwealth background clearances.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion. The College is a nationally recognized liberal arts college, known for its collaborative environment, outstanding experiential learning programs, and focus on student success. Related to the Presbyterian Church (U.S.A.), Westminster was founded in 1852 as one of the first college in the country to offer the same degrees to all people, regardless of gender, race, or religion. Westminster has been ranked among the nation's top schools for "Top Colleges Doing the Most for the American Dream" (N.Y. Times), "best value for the money" (College Factual), employment success (Educate to Career Index), graduation rate performance (U.S. News), social mobility (Washington Monthly), women in STEM disciplines (Forbes), service-learning (President's Higher Education Community Service Honor Roll), and other categories. Around 1,200 undergraduate and graduate students benefit from close personal attention from dedicated faculty while choosing from 41 majors, 10 pre-professional programs and 80 organizations. Westminster's historic campus is located in New Wilmington, PA, a beautiful rural setting near Pittsburgh and Cleveland.