



NEW YORK INSTITUTE OF TECHNOLOGY

Invites Applications and Nominations for the
Position of:

Registrar

Greenwood/Asher
& ASSOCIATES, LLC

The Role of the Registrar

New York Institute of Technology (NYIT) invites applications and nominations for the position of Registrar.

Reporting directly to the vice president for enrollment and working closely with the provost and office of academic affairs (regarding academic policies, degree requirements, curriculum and honors), the registrar oversees the Registrar's Office staff of 11 and directly supervises four of those staff. Through the planning and implementation of academic policies and the management of academic information and reporting systems, the registrar plays an important role at NYIT, its multiple campuses and medical colleges.

The registrar produces the College catalog, class and final examination schedules, managing the utilization of classrooms, scheduling and implementation of registration, participates in planning and organizing commencement, and manages the academic calendar.

Additionally, the registrar is the College's FERPA officer, is responsible for National Student Clearinghouse reporting, supports and conducts institutional research as needed, and is responsible for providing internal reports to the campus community.

Essential Responsibilities:

- › Directs the Registrar's Office including the supervision of the three associate registrars and a senior assistant registrar.
- › Directs the management and operation of the student records database and the supervision of the staff concerning academic policies and procedures, the database, and computer applications.
- › Manages all registrar-related functions such as: preparing and publishing class/final exam schedules; managing utilization of classrooms; scheduling and implementing registration; providing official transcripts, processing enrollment, and graduation verifications; certifying graduation records; collecting and compiling grades and attendance data.



- › Provides current and historical data to administration and faculty to support planning and research initiatives.
- › Ensures adherence to policy and regulations of NYS, NYIT and federal government; in association with legal ensure FERPA compliance; oversee NYTAP and VA certifications.

Qualifications

The successful candidate will have the experience, leadership, and vision to plan, organize, manage, and enhance the registrar function and to provide inspiration to advance the goals of the institution.



- › 5-8 years of directly applicable experience and/or 8-11 years of related experience.
- › Record of supervising employees and building an effective team; ability to develop, implement and execute strategies through people by providing leadership, feedback and coaching; ability to develop talent for long-term success and model engagement and openness for shared ideas and teamwork.
- › Genuine interest in students and their well-being; skills, knowledge, and experience to provide student-focused services to a diverse population.
- › Demonstrated strong commitment to diversity, equity, and inclusion and the ability to foster an inclusive workplace where diversity and individual uniqueness are valued and leveraged to achieve organization goals.
- › Strong working knowledge of federal and state laws, in particular FERPA and mandates pertaining to enrollment and student records and to institutional compliance, including knowledge of best practices, current trends and issues in higher education pertaining to academic records.
- › A master's degree is required; experience with PeopleSoft a plus but not required.

About New York Institute of Technology

New York Institute of Technology offers 90 undergraduate, graduate, and professional degree programs in more than 50 fields of study, including computer science, data, and cybersecurity; biology and biomedical studies; architecture and design; engineering; health professions and medicine; IT and digital technologies; management; communications and marketing; education and counseling; and energy and sustainability. A nonprofit, independent, private, and nonsectarian institute of higher education, New York Institute of Technology welcomes more than 9,000 students worldwide. The university has campuses in New York City (Manhattan) and Long Island (Old Westbury), New York; Jonesboro, Arkansas; and Vancouver, British Columbia, as well as programs around the world. New York Tech embraces its mission to provide career-oriented professional education, give all qualified students access to opportunity, and support research and scholarship that benefit the larger world. More than 100,000 alumni comprise an engaged network of doers, makers, and innovators prepared change the world, solve 21st-century challenges, and reinvent the future.



For more information, visit nyit.edu.

The Location

The registrar splits time between the Long Island and the New York City campuses, and has an opportunity to work remotely a couple of days each week.

New York Tech's Long Island campus (Old Westbury, N.Y.) offers it tranquility and natural beauty, academic and athletic opportunity, on Long Island's historic North Shore. Named one of the nation's safest campuses, the Long Island location is about an hour outside of New York City.

The New York City campus places you in the heart of Manhattan—the global capital of culture, finance, media, technology, and almost everything else.



Nomination and Application Process

Salary

Salary will be competitive and commensurate with qualifications and experience.

How to Apply

Greenwood/Asher & Associates, Inc. is assisting New York Institute of Technology in this search. Applications and nominations are now being accepted. Confidential inquiries, nominations and application materials should be directed to Greenwood/Asher and Associates. For a full application package please provide a cover letter, CV, and list of five references. Submission of application materials as PDF attachments is strongly encouraged. The search will be conducted with a commitment of confidentiality for candidates until finalists are selected. Initial screening of applications will begin immediately and will continue until an appointment is made.

Confidential inquiries and nominations should be directed to:

Betty Turner Asher or Lauren McCaghren
Greenwood/Asher & Associates, Inc.
Phone: 850.650.2277 / Fax: 850.650.2272
bettyasher@greenwoodsearch.com
laurenmccaghren@greenwoodsearch.com

For best consideration, applications should be received by Friday, August 27, 2021. Materials should be submitted on the NYIT website [here](#) and directed to:

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The material presented in this leadership profile should be relied on for informational purposes only. This material has been copied, compiled, or quoted in part from New York Institute of Technology documents and personal interviews and is believed to be reliable. While every effort has been made to ensure the accuracy of this information, the original source documents and factual situations govern.