

WCU

WEST CHESTER UNIVERSITY

Invites Applications and Nominations for the Position of:

Executive Director and Registrar



The Opportunity

West Chester University of Pennsylvania's (WCU) Academic and Enterprise Systems seeks an Executive Director and Registrar to join a vibrant campus community whose excellence is reflected in its diversity and student success.

The Role of the Director of the Executive Director and Registrar

The Executive Director & Registrar leads a team of service-oriented individuals responsible for maintaining the accuracy of the student record, utilizing technology to understand and respond to student needs, ensuring student privacy, and providing excellent proactive services to students, faculty and staff. Under the direction of the Senior Associate Vice President, the Registrar will serve the institution with the following responsibilities:

Leadership

- › The Registrar collaborates extensively with faculty, administrators, staff and students to understand the needs of the campus community and design appropriate services to meet those needs
- › Direct, mentor, and guide the Registrar's office staff; work in collaboration with the Registrar team to establish direction, priorities, and goals.
- › Support and develop the Registrar's Office staff of 23 professionals.
- › Have a strong commitment to shared governance in partnership with university faculty, leadership, and administration.
- › Lead with transparency and a commitment to developing trust among colleagues.
- › Exemplify a supportive student success philosophy and lead by example.
- › Model equity-minded leadership

Technology and Data

- › Embrace and expand the utilization of systems to support collaborative enrolment management across campus.
- › Shepard system implementation and advancements to improve the student experience and increase staff efficiencies.
- › Continually identify how technology can be leveraged to mitigate student challenges, improve data accuracy, and transformative campus culture.
- › Serve as a critical partner to the campus implementation of Ellucian's Banner Student Information System.
- › Serve as the steward of student record data for campus utilization.

Compliance & Policies

- › The Registrar is responsible for the University's Privacy policy which includes administration of FERPA compliance.

- › Serve as a steward and champion for protection of student data by offering university-wide trainings, ensuring constant communication about policy changes, and identifying opportunities offer exceptional service while maintaining student privacy.
- › Investigate, document, and remediate any incidents regarding the mis-disclosure of student data. This includes appropriate liaison with university legal counsel and Department of Education.
- › Fulfilling all job responsibilities and representing the university in compliance with federal and institutional policies and guidelines of the Family Educational Rights and Privacy Act (FERPA).
- › The Registrar is responsible for the University's enrollment reporting requirements to National Student Clearinghouse and NSLDS.
- › In service to students ensure enrollment reporting is accurate, timely and robust. Conduct regular reviews of enrollment reporting processes and audits of enrollment data reported.
- › The Registrar is responsible for student record retention policies, ensuring the security for student records, and distribution of student records in response to legally issued subpoenas.
- › The Registrar serves as a key steward of academic policies. Working closely with the Curriculum & Policy Council, Provost Office, and Enrollment Management leadership, the Registrar will regularly recommend and administer policies related to student records, retention, and success. Policy leadership includes ensuring policies align with the university's commitment to closing equity gap and fostering the success of all students.
- › Ensures compliance with university and state-level policies such, including student residency classifications.

Service

- › The Registrar is committed to ensuring accurate, timely, individualized, and proactive service to the campus community. The registrar's office is service-oriented committed to stepping into whatever work is essential to supporting student success.
- › Regular services offered by the Registrar's office and the ultimate responsibility of the registrar includes: Development of course scheduling, course room assignments, registration, academic calendar, course deadlines, grading, academic standing, transcripts, degree progress, degree conferral, diplomas, transfer credit evaluation, transfer equivalencies, articulation agreements, enrollment reporting, enrollment reporting to department of Education and Department of Veterans Affairs, exceptions to policies.
- › The Registrar serves as a critical member of university enrollment management and oversees student success coordinators integral in proactive student outreach, engagement, and support.

Position Qualifications

The ideal candidate has demonstrated a deep commitment to student success, experience offering strategic leadership to support student success, have a strong student success philosophy that is evident in their leadership, be committed to collaboration, proactive thinking, and creative problem-solving.

Minimum Qualifications:

- › Master's degree
- › Progressive experience leading the work of the Registrar's Office
- › Extensive experience with enrollment data and systems
- › Experience and commitment to collaboration within higher education
- › Experience leading initiatives that prioritize student success
- › Expertise in the shepherding and maintaining FERPA
- › Expertise in meeting university enrollment reporting compliance.

Preferred Qualifications:

- › Experience with enrollment management systems such as: PeopleSoft, Ellucian, OnBase, Navigate, Slate.

About West Chester University

Enrolling more than 17,000 students, West Chester University is the largest member of the 14-institution Pennsylvania State System of Higher Education. Founded in 1871, the University is a comprehensive public institution offering 118 undergraduate programs, 103 master's degree and 4 doctoral programs in more than 50 fields of study. In addition to the main campus in West Chester, the University offers programs through its graduate center, the Philadelphia campus, and online. Six colleges and two schools comprise the University: Colleges of Arts and Humanities, Business and Public Management, Education and Social Work, Health Sciences, the Sciences and Mathematics, University College as well as the School of Music, and the School of Interdisciplinary and Graduate Studies. The University has consistently been rated a Kiplinger "best buy" in public higher education based on its outstanding education and economic value.

West Chester University is among the top regional public universities in the country. With roots dating back to 1812, WCU has evolved into a comprehensive university which excels in teacher education, business, health, natural and social sciences, music and the arts. The University offers more than 180 undergraduate and graduate programs of study, including doctoral degrees. West Chester University is a vibrant and diverse academic community focused on teaching and learning, the discovery of new knowledge, and service to the Philadelphia region and beyond. The University consistently appears in U.S. News & World Report, Kiplinger's, and Military Friendly Schools.

Meeting community needs while placing students on a lifelong path of active citizenship is integral to WCU's mission. The Carnegie Foundation (2010-2026) for Community Engagement recognized WCU for public service coursework and co-curricular programs. Preparing students to be global citizens is a critical component of our mission and goals.

The City of West Chester, Pennsylvania

[West Chester, Pennsylvania](#) is the perfect mix of scenic nature and a bustling town. Not too small, not too large. A 10-minute walk from our 403-acre campus will bring you to Downtown West Chester – a historic town stocked with hundreds of shops, restaurants, cafes, festivals, farmers' markets and events. Hop in a car, the regional rail system or in a bus and you'll be in Philadelphia in under an hour. Situated this close to a big city means one thing: opportunity. Internships, rich history, an international airport, and famous cheesesteaks are at your fingertips.

WCU is located in the expanding suburban area of Chester County, Pennsylvania along Route 202, the Philadelphia Region's high-tech corridor. It is easily accessible from downtown Philadelphia, Wilmington, Delaware and easily commutable from Lancaster County, Pennsylvania. The university enjoys the benefits of both the rich cultural life of a major city and the charm of a small, thriving county seat.

Nomination and Application Process

Salary

The salary range for the position of Executive Director and Registrar is \$100K-\$112K.

How to Apply

Greenwood/Asher & Associates, Inc. is assisting West Chester University in this search. Applications and nominations are now being accepted. For a full application package, please include a cover letter/letter of application, curriculum vitae/resume, and list of five references.

Confidential inquiries, nominations, and application materials should be directed to Greenwood/Asher and Associates. Submission of application materials as PDF attachments is strongly encouraged. Initial screening of applications will begin immediately and will continue until an appointment is made. For best consideration, applications should be provided before May 1, 2022.

Confidential inquiries, applications, and nominations should be directed to:

Julie Holley, Search Manager & Senior Executive Search Consultant
Itza Walters, Senior Executive Search Consultant

E-mail: julieholley@greenwoodsearch.com

Email: itzawalters@greenwoodsearch.com

Greenwood/Asher
& ASSOCIATES, LLC

For more information about West Chester University, please visit: <https://www.wcupa.edu/>

Developing and sustaining a diverse faculty and staff advances WCU's educational mission and strategic Plan for Excellence. West Chester University is an AA/EOE employer. Women, minorities, veterans, and persons with disabilities are encouraged to apply.