



**WILLIAM JESSUP**  
UNIVERSITY

**JOB TITLE: University Registrar**

**DEPARTMENT: Office of the Registrar**

**SUPERVISOR: Associate Provost, Academic Services and Resources**

### **MAJOR PURPOSE:**

The University Registrar provides leadership and oversight to all aspects of the Office of the Registrar. The University Registrar plays a critical role in the University and Academic operations by effectively managing the maintenance and integrity of all student academic records, the approved curriculum, the creation and maintenance of course schedules, all areas of student registration and the recording and reporting of grades, compliance with FERPA regulations, and the establishment and maintenance of processes for the equitable and consistent administration of policies and procedures as they relate to registration and academic record keeping. The University Registrar must provide strong leadership consistent with the academic goals and mission of the institution.

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### **ESSENTIAL FUNCTIONS:**

- Management of staff and operations of the Office of the Registrar;
- Supervises the registration of continuing and incoming undergraduate students, transfer of credits, and degree evaluations;
- The Registrar ensures the integrity, accuracy, and security of all academic records of current and former students, and facilitates effective student registration process;
- Partner with Admissions and Academic Advising to facilitate an efficient and timely process to move newly accepted students to registered;
- Manages an efficient transcript evaluation and processing;
- Developing and maintaining degree audit system and certification of students for graduation/graduation clearance;
- Maintains up-to-date course schedules, catalogs, final examination schedules;
- Manages efficient use of classrooms;
- Interprets and enforces academic policies and regulations of the University;
- Must keep abreast of operational and reporting trends, regulations, and technology solutions for improving the efficiency and effectiveness of the Registrar's office;
- Serves as of the officials responsible for FERPA compliance for the University;
- Develop and maintain accurate curriculum management systems and published in an University Catalog;
- Plans and manages the annual budget of the Registrar's Office;
- Other Duties as assigned.

### **OTHER FUNCTIONS:**

- Serves on appropriate Academic and University Committees.
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### **QUALIFICATIONS**

- Minimum of 3-5 years of managerial experience as a registrar or closely related enrollment management professional at a higher education institution;
- A bachelor's degree is required, master's degree preferred;
- Excellent research, written, verbal and interpersonal communication skills;
- Attuned to detail and insistent on correct information and data, both verbal and written;

- Experience with student information systems; development of reports, plans and budgets, and regulations related to student records;
- Demonstrated experience to manage complex operations and systems;
- Sound Christian testimony with the ability to integrate faith and learning;
- Subscribe to the statement of faith for William Jessup University;
- Subscribe to the community covenant for William Jessup University.

### **SKILLS / ABILITIES**

- Ability to formulate and implement policies and procedures;
- Proven commitment to multiculturalism and working with a diverse student body;
- Ability and willingness to work effectively with international students;

### **WORKLOAD**

- Full time;
- Evenings and weekends may be required.

### **MENTAL DEMANDS**

- Ability to integrate Christian thought and values in all aspects;
- Ability to engage in critical thinking and exercise independent judgment;
- Ability to maintain confidentiality and manage confidential information;
- Ability to communicate effectively in written and oral form;
- Ability to take initiative without direct supervision.

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### **WORKING ENVIRONMENT:**

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

### **WORKING CONDITIONS:**

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

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### **PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:**

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

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Employee Signature

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Date