

Emory & Henry College Registrar and Director of Centralized Student Assistance

Emory & Henry College is a top ranked, national co-educational, residential liberal arts college with an expanding offering of graduate programs. Founded 175 years ago, Emory & Henry today provides an intimate educational experience for nearly 1,000 students taught by award-winning faculty who utilize outstanding teaching facilities and the surrounding community as a laboratory for learning. The College is located in the village of Emory in the Highlands of Southwest Virginia, surrounded by the Appalachian Mountains. Faculty, staff, and students enjoy exceptional access to outdoor recreational activities and proximity to a wide range of services, educational opportunities, as well as arts and cultural resources throughout the region.

The Position

The Registrar and Director of Centralized Student Assistance (Registrar/CSA Director) provides leadership and support in developing the conceptual framework and implementation of services essential to the academic enterprise—including oversight of academic records, transcripts, degree audit, transfer credits, course registration, class scheduling, monitoring of progress toward degree completion, and reporting/compliance. The Registrar/CSA Director works collaboratively with the Vice President of Academic Affairs, members of the faculty, and the Academic Resource Center to develop and review academic policies, as well as provide advice and counsel regarding curricular changes, determine impact on the academic calendar and catalog, and assess new and existing academic programs. In overseeing the Centralized Student Assistance Office, the Registrar/CSA Director provides management oversight of daily operations and staffing for a first point of contact service for students, family members, and the campus community responding to questions involving registration/grade reporting, financial aid, and student accounts. Other duties include developing efficient technologically-savvy processes to support student retention and persistence; automating routine functions of the office; actively collaborating with enrollment, academic, institutional research, and other colleagues across the College; ensuring effective course master procedures; supporting ongoing professional development of staff; and proposing and devising staffing solutions to meet the needs of a growing undergraduate population, emerging graduate programs, and the impact of additional reporting to federal, state, consortia, and other agencies are important priorities. The Registrar/CSA Director works in a highly matrixed environment, reporting to the chief enrollment officer and maintaining a dotted line reporting relationship to the chief academic officer. Additionally, the Registrar/CSA Director supervises two full-time staff in the Office of the Registrar and serves as the senior member of the CSA management team coordinating workflow, training, and delivery of services in collaboration with student financial planning and student accounts.

Qualifications

A bachelor's degree is required (advanced degree preferred). Five or more years of progressive registrar, student services, enrollment management, or related experience in a higher education setting, including demonstrated leadership and supervision of professional staff is required. Additionally, a strong background in the effective use of technology to improve systems and delivery of services, and experience implementing academic policy in collaboration with a variety of campus constituencies are needed. The Registrar/CSA Director must be a hands-on leader who possesses a vision for strengthening service through the integration of best practices and ongoing investment in staff development. Evidence of excellent analytical, administrative, information management, and communication skills (both written and oral), as well as ability to build consensus, and commitment to the highest standards of personal and professional integrity will also be considered in the selection of the next Registrar/CSA Director.

Application and Nominations

Review of applications will begin on November 28, 2011 and will continue until the position is filled. To apply for this position a resume with an accompanying cover letter may be submitted via the SJG website at **www.spelmanandjohnson.com** under the "Open Positions" link. If you are unable to submit materials electronically, or would like to make a nomination for this position or a confidential inquiry about this search, please contact Valerie Szymkowicz at vbs@sjgsearch.com or 413-529-2895.

Visit the Emory & Henry College website at www.ehc.edu

*Emory & Henry College is an Equal Opportunity Employer and supports excellence through diversity.
Applicants from members of underrepresented groups are encouraged to apply.*