WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report’s list of the Best Regional Universities (West) and Forbes’ Best Value Colleges. We are dedicated and guided by our Mission and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION SUMMARY

UD is currently seeking a Registrar who will be the steward and resource regarding institutional policies and practices and serves as the official academic records custodian. The Registrar plays a central role in the development and implementation of University academic and administrative policies affecting students and courses, which requires significant interaction and collaboration with other departments within the University as well as administration, faculty, staff, and students. In addition, using process knowledge, the Registrar provides leadership in advancing the University’s student information systems and innovates new capabilities to advance academic services.

PRIMARY RESPONSIBILITIES

- Lead the Office of the Registrar in its role to support student success.
- Communicate with administrators, faculty, and partner with UD’s academic leadership, including Faculty Senate, to support the effective functioning of the University.
- Assess and analyze business processes to ensure alignment with student outcomes and other University goals.
- Build and maintain relationships with college-based records and advising offices to promote collaborative efforts to guide students through academic policies and processes.
- Ensure the accurate awarding of academic credit in accordance with UD policy, including for a significant number of transfer students enrolling each year.
- Manage, maintain, and safeguard the academic records of all student enrolled at the University; ensure the accuracy, confidentiality, security, and integrity of those records and the UD degree.
- Issue official transcripts and certifications and ensure compliance with the Family Educational Rights and Privacy Act (FERPA) as well as other federal, state, and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) regulations relating to enrollment, academic records, security and awarding of academic credit.
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- Oversee the effective use of systems for student information (Ellucian Banner), document imaging, course schedule and space scheduling systems, University catalogs and other systems that relate to the duties of the University Registrar.
- Develop and publish the University academic calendar in collaboration with other university constituents.
- Collaborate with Institutional Effectiveness to compile data and prepare reports on enrollment, classroom use, grades, faculty load, teaching loads, and other relevant information.
- Oversee final graduation statistics, and awarding of degrees and posting of honors.
- Oversee commencement exercises and coordinate functions assigned to the Office of the Registrar.
- Oversee the editing, proofing, dispensation and processing of diplomas, as well as mailing diplomas to non-attendees.

MINIMUM REQUIREMENTS

- Seven years of experience in higher education with a work background that demonstrates increasing levels of responsibility for and comprehensive understanding of complex academic administrative services.
- Master’s degree in an appropriate field.
- Extensive knowledge and experience with FERPA and other related federal regulations relating to Higher Education.
- Strong written and verbal communication skills.
- Ability to work harmoniously and collaboratively with students, faculty, staff, administrators, and other constituents.

ADDITIONAL INFORMATION

- May require irregular work hours, such as evenings and/or weekends.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: https://hr.udallas.edu/apply/

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.