

St. George's University

University Registrar Position Description



St. George's University
THINK BEYOND

POSITION DESCRIPTION

University Registrar

St. George's University has retained
KULPER & COMPANY, LLC
to advise them in this search



Opportunity Summary

The position at St. George's University is an outstanding opportunity for an experienced University Registrar seeking career development and advancement. This is a senior-level position that reports directly to the University Chancellor. The University Registrar will be employed by University Support Services, LLC (USS), which is wholly dedicated to supporting the financial systems as it relates to students, information technology, student admissions, record keeping and scheduling support services, and other key aspects of administrative operations for the University. USS is located in Great River, NY in an attractive professional office.



St. George's University, located in Grenada, West Indies, was founded primarily for the purpose of providing quality graduate education in the field of medicine. St. George's University includes the School of Medicine (SOM), the School of Veterinary Medicine (SOV), the School of Arts and Sciences (SAS), and the School of

Graduate Studies (SGS). The students at St. George's University benefit from a highly qualified and dedicated faculty, unique, innovative, and proactive student support services, state-of-the-art classroom facilities/labs and excellent living accommodations found on the "True Blue" Campus on Grenada.



The Office of the University Registrar is the steward of the University's student records from application to degree conferral in perpetuity and supports teaching and learning at St. George's University by maintaining the integrity of all academic policies along with the student information system. St. George's University now seeks an individual to become the new University Registrar, who will provide the vision and leadership to enhance the academic records management enterprise for the University and advise the institution's senior administrative team. The University Registrar will be charged with bringing technology-based efficiencies to institutional recordkeeping at all levels and assume responsibility for the accuracy of granting degrees.

The Office of the University Registrar is comprised of 25 staff members, the majority of whom are located in Great River, NY; several staff members are located in Grenada, West Indies as well. The office is responsible for all student records including grades, transcripts, diplomas, classroom scheduling, and registration as well as other administrative duties. The Office of the University Registrar is also responsible for assuring full compliance with all FERPA (Family Educational Rights and Privacy Act) regulations promulgated by the U.S. Department of Education.

The University Registrar collaborates closely with the Dean of Enrollment Planning. The complexity of University operations requires the University Registrar to be adept in systems management processes and operation. The University implemented the SUNGARD Banner enterprise resource planning (ERP) system five years ago and continues to work on ensuring that

all University educational processes are fully and efficiently supported. The primary objective of Banner is to provide St. George's University with a fully integrated ERP student administrative system that will facilitate the delivery of outstanding service to students, faculty and administration.

The University Registrar supports student clerkships at affiliate hospitals, veterinary schools and the School of Medicine's KBTGSP program offered in conjunction with Northumbria University in Newcastle, England.



The University Registrar reports directly to Charles Modica, University Chancellor. Chancellor Modica is Chairman of the Board of Trustees and is a co-founder of the University. Mr. Modica is an Independent Director of Finance Inc., and a member of the Board of Trustees of WXEL Public Radio and Television in Florida. Prior to founding the University, Mr. Modica served on the boards of Barry University and Rosarian Academy. He received his B.S. degree in Biology from Bethany College in 1970 and his J.D. degree from the Delaware Law School in 1975.

St. George's University is a center of international education, drawing students and faculty from 140 countries to the island of Grenada, West Indies. St. George's is affiliated with educational institutions worldwide, including the United States, the United Kingdom, Canada, Australia, and Ireland. The University is comprised of three schools—the School of Medicine, the School of Veterinary Medicine, and the School of Arts and Sciences. There are approximately 6,011 students enrolled in the University presently. Since commencing operation, the University has graduated over 12,000 physicians, veterinarians, scientists, and public health and business professionals.

For more information about the history and background of St George's University:
<http://www.sgu.edu/about-sgu/index.html>



Key Responsibilities

The University Registrar provides leadership in the planning, organizing, implementing and managing all of the activities related to the Office of the University Registrar, including technology solutions related to the keeping, storing, and reporting of student records.

The University Registrar is responsible for:

- directing all aspects of the Office of the University Registrar for all programs in the University, working closely with the academic deans, the Office of Information Technology, and members of senior administration to foster efficient, accurate and timely student records;
- providing leadership in all matters pertaining to the development, implementation, integrity, and maintenance of the various information systems utilized in the integration of student records with course management systems, student billing systems, and any and all data systems involving student records;
- managing student registration procedures and policies;

- controlling all aspects of student records management: collecting, recording, maintaining, and reporting within FERPA guidelines: e.g., grades, registration data, transcripts, enrollment verification, and other associated audits;
- ensuring compliance with recordkeeping standards, as well as college policies and procedures, and assuring that all functions of the office are performed according to standards established by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) as well as U.S. federal rules and regulations, especially pursuant to FERPA;
- supervising student registration and control of class rosters;
- tracking of all student enrollment status, academic records, degree audits, and the certification of graduation eligibility;
- providing background information and data analysis to faculty and administrative bodies, departments, and offices concerning educational policies, academic study programs and curricula, and student performance;
- certifying student documents required by external agencies or universities and assistance with the various states and countries postgraduate licensing procedures; and
- developing and administering departmental budgets.



Experience and Qualifications

Required Experience and Key Qualifications include:

- master's degree;
- 5 years of experience in a university registrar management position and membership in AACRAO;
- systems management experience gained in the registrar's or admissions offices;
- strong working knowledge of university-wide ERP systems; specific knowledge of Banner; document and course management systems is preferred;
- solid team leadership skills;
- exceptional attention to detail, self-motivated to work independently, very strong management, collaborative and organizational skills; and,
- excellent interpersonal and communication skills.





Key Performance Indicators

Year 1

Assessment of the processes with recommendations on increased efficiencies with an emphasis on audit reports leading to more accurate data entry. Submit strategies for data clean-up and stabilization for review and discussion with the Chancellor and senior administration. Work with deans to identify at-risk students with an eye to retention.

Year 2

Further increase efficiencies brought on by ongoing integration of new technologies and staff training. Institute data cleansing systems to stabilize all data in the university registrar Banner system.

Years 3-5

Continue to hone all operational functions, improve student satisfaction and administrative effectiveness. Work effectively to grow and develop staff members in Great River and Grenada locations.



Compensation

Salary is highly competitive; full benefits package will be provided.

To Apply for this Opportunity

Please send a cover letter and CV to: univreg@kulpercompany.com

This is an Equal Opportunity Employment Offering subject to change at the discretion of St. George's University/ University Support Services, LLC.

St. George's University/ University Support Services, LLC, is being advised by **KULPER & COMPANY, LLC** on this search assignment.