Position: University Registrar

Responsibilities:

The University of Louisiana at Lafayette seeks nominations and applications for the position of University Registrar. Reporting to the Vice President for Enrollment Management, the University Registrar provides administrative leadership and supervision of the Office of the University Registrar; maintains and is responsible for the integrity of all student academic records; oversees the registration process and graduation policies and procedures; Chairs the Commencement Committee and is responsible for coordinating Summer, Fall and Spring commencement exercises; provides leadership in the implementation of appropriate technology to enhance services to students, faculty and staff; works to ensure university’s compliance with FERPA regulations; certifies student-athlete eligibility; provides leadership in the management of the Imaging System; supports the academic mission and enterprise through participation on the Committee on Academic Affairs and Standards and active involvement with other academic and student affairs collaborations; and provides leadership and management of the automated degree audit system.

Qualifications:

The successful candidate shall have at minimum a master’s degree, a doctorate is strongly preferred. At least five years of administrative responsibility for registration and student records at a comparable higher education institution as Registrar or Assistant/Associate Registrar, experience with student information systems, demonstrable skills in budget management, strong verbal and communication skills, a demonstrated ability to provide vision and leadership, robust analytical and problem-solving skills, a change agent, and a record of adaptability to changing environments, policies, and student needs.

The University:

The University of Louisiana at Lafayette is one of nine publicly supported universities in the University of Louisiana System. The University is the largest in the University of Louisiana System with an enrollment of over 17,000 students and a freshman class of approximately 3,000. The University is classified as an SREB Doctoral II institution and a Carnegie Research University with high research activity. The University is located in Lafayette, a vibrant and thriving community with a deep appreciation for culture and the arts in the heart of Louisiana’s Cajun and Creole region. Athletically, Louisiana’s Ragin’ Cajuns compete in NCAA Division I, the highest level of collegiate athletics.

For initial consideration, please submit a complete application by April 10, 2015. The review of applications will begin immediately and continue until the position is filled. Applicants are requested to submit a letter of interest, resume, and contact information for three references (including name, title, address, phone number). Please submit application materials to the address below:

University of Louisiana at Lafayette
Office of the Vice President for Enrollment Management
Attn: Dr. DeWayne Bowie
Search Committee for the University Registrar
PO Box 42651
Lafayette, LA 70504

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