

University Registrar and Director of Institutional Research and Effectiveness (IR&E)

The Registrar is responsible for the accurate, timely, and secure management of students' academic records, attendance, class enrollments, schedules and catalogs in accordance with federal and state laws, as well as University rules and policies. Reporting to the Provost, the Registrar is charged with the overall operations for the Office of the Registrar including but not limited to the entire registration process, transfer credit process, transcripts and graduation. The Registrar offers strong leadership, technical, and interpersonal skills and acts as a central resource for academic and policy information related to student records management (60-40% of time)

Also serving as the Director of Institutional Research and Effectiveness, this position serves as the central source for institutional data and reporting. The Director of Institutional Research and Effectiveness supports the overall Converse mission by working directly with key stakeholders to support their understanding of data, to drive fact-based, strategic decisions and to ensure that data comport with higher education standards and norms for internal and external use. The Director of Institutional Research and Effectiveness serves a critical role in the preparation, maintenance and integrity of information needed for accreditation (including but not limited to the Southern Association of Colleges and Schools Commission on Colleges, (SACSCOC)) and other compliance reporting needs. (40-60% of time)

Essential Duties and Responsibilities(Registrar):

- Oversees and manage the operation of the Registrar's Office, including the direction of office staff, the development and implementation of the office budget, and the completion of all office tasks and functions (30%).
- Oversees the efficient and effective management of academic records; registration procedures, policies, and practices; enrollment information; academic transcripts; instructional space; and academic calendars (30%).
- Coordinates undergraduate and graduate course information for the creation and management of course schedules.
- Oversees the maintenance and updating of all College Catalogs and Handbooks (10%)

Additional Responsibilities(Registrar):

- Oversees student admissions and graduation information management processes.
- Serves on appropriate University committees;
- Oversees the institution's conformity of education record use and privacy of student information to policies and legal requirements, including FERPA, NCAA, and other applicable laws and regulations and regulatory agencies;
- Ensures the integrity, security, and accuracy of student records;
- Oversees the implementation and effective use of student information systems, degree audit, and other systems of record. Provide strategic input and recommendations for improving applications to enhance service to students, faculty, and staff;
- Oversees training, development, and maintenance of procedure manuals, regulations, and systems within the Registrar's office for the university community;
- Supervises, trains, manages, evaluates, and develops staff within the office;
- Oversees NCAA certification of incoming student-athletes entering the University's various Division 2 interscholastic sports programs; ensures the on-going management of NCAA eligibility for existing student-athlete participants in these programs;

- Provides leadership as the primary liaison to Campus Technology and other offices related to student services for issues pertaining to all services provided by the Registrar's Office, to include but not limited to development and implementation of digital records and registration systems; and
- Maintains and upgrades the University's academic information infrastructures, including academic records archives, student databases, internal and external websites and other electronic information systems.

Essential Duties and Responsibilities(Director of IR&E)

- Accreditation Process Support
 - Supports the SACSCOC process in collaboration with Converse's accreditation Institutional Accreditation Liaison (IAL).
 - Supports the timely and accurate completion of all reports and supporting documentation for University accreditation efforts, working collaboratively with faculty and staff as well as departments in the ongoing collection of data and information.
 - Supports other Accreditation efforts as assigned.
- Decision and Data Support
 - Ensures appropriate data are available for institutional decision-making at various levels across the University. Maintains central repository for institutional data and provides necessary communication with teams across campus that utilize this data for various reporting processes.
 - Works with individual offices, programs, and division heads to plan and implement regular, systematic assessment of operational effectiveness. Provides ad hoc reporting as needed.
 - Analyzes strategic alignment and effectiveness loops within campus operations. Offers suggestions for strategic planning and resource allocation decisions.
 - Conducts in-depth research projects on topics related to institutional priorities such as retention, institutional space, grant and foundation reporting, faculty credit hour production and other strategic priorities.
 - Produces enrollment projections for budgeting and planning.
 - Provides leadership as the primary liaison to Campus Technology and other offices related to institutional data and reporting. May help oversee student workers, graduate assistants and/or data analytics interns.
- External Reporting and Regulation Compliance
 - Strictly monitors all required external reporting and regulation mandates which include, but are not limited to U.S. Dept. of Education (IPEDS), South Carolina Department of Education, accreditation, professional organizations, and university guide publications.
 - Ensures the accuracy, quality, and timely completion and delivery of all external reports.
- Other Responsibilities
 - Collaborates with Provost and administrative units to track continuous and systematic processes for institutional assessment and improvement; also responsible for tracking and reporting on key performance indicators that develop out of planning processes.
 - Provides oversight of the department budget.
 - Serves on designated University committees and councils.