

Simmons UNIVERSITY

Leadership Profile

University Registrar
and
Director of Academic Records

WITT / KIEFFER

Leaders Connecting Leaders

Prepared by

Amy Crutchfield
Patricia Coleman
Ann Wright
November 2018

This Leadership Profile is intended to provide information about Simmons University and the position of Registrar. It is designed to assist qualified individuals in assessing their interest.

Opportunity and Summary of Position

Simmons University invites inquiries, nominations, and expressions of interest for the position of University Registrar and Director of Academic Records.

Located in the heart of Boston, Simmons University embodies the benefits of a small university in the nation's best "college town." Simmons has a cherished history of visionary thinking and social responsibility and a mission that has remained constant for over a century: to provide transformative learning that links passion with lifelong purpose. Simmons offers an undergraduate education in arts, sciences, and professional fields to women; and graduate programs at the master's and doctoral levels in the arts and professions open to all. Given the richness and complexity of its offerings, Simmons obtained formal approval and became Simmons University effective September 1, 2018.

While the phrase "transformative moment" might be overused, it is appropriate to this period in Simmons history. With stable finances and expanding enrollment at the undergraduate and graduate levels, on campus and online, Simmons recently dramatically reimaged its academic structure, creating four new Colleges. The University is also in the midst of a multi-year systems transition to Workday Student. Thus, the new Registrar will join Simmons during a time of significant change and will have an opportunity to make their mark on the University.

The University Registrar and Director of Academic Records reports to the Associate Provost for Planning, Assessment, and Accreditation and serves as a visible, collaborative campus leader. While attending to the provision of exceptional administrative, logistic, and record-keeping services for students, faculty, staff and alumni and ensuring compliance with federal, state, and other regulatory agencies, the Registrar will set the strategic vision for a state-of-the-art and forward-thinking Registrar's function. The new Registrar will provide leadership, vision and mentorship to a committed staff and foster a culture of inclusion, equity, transparency, open communication, teamwork, student-centeredness, and service.

The successful candidate will possess knowledge of best practices in the field, sophisticated technical skills, demonstrated aptitude for learning complex systems, effective management and leadership experience, and superior listening and communication skills. The new University Registrar and Director of Academic Records will demonstrate a vision for implementing systems and structures in support of effective data and records management, operational efficiencies, and streamlined processes. Strong customer service skills, an ability and authentic interest to partner with and serve multiple campus stakeholders, nimbleness in a changing environment, creative thinking, resourcefulness, and a proactive mindset are essential. The successful candidate will have experience working in a complex environment with a mix of undergraduate, graduate, campus-based, and online programs. Preference will be given to candidates with a master's degree (strongly preferred) or a bachelor's degree with extensive Registrar Office experience.



Working at Simmons means joining a collaborative [mission-driven](#) community committed to social justice and to empowering its students to have significant impact in their communities, workplaces, professions, and the world.

Faculty and staff at Simmons are excited to be at the institution and describe it as a collegial, dynamic, and supportive place to work. The University offers competitive benefits as well as workplace resources that enhance employees' professional and personal lives.

Simmons is a proud equal opportunity employer. As the institution builds toward its goal of becoming the most inclusive campus in New England, it is committed to embracing faculty, staff, and students from all backgrounds and all forms of uniqueness to create an environment of true religious, cultural, racial, sexual orientation, gender expression, and ability diversity.

Additional information about Simmons University can be found at www.simmons.edu.

The national executive search firm, Witt/Kieffer, has been retained to assist Simmons University in this search. Information about how to nominate a candidate or to apply for this opportunity can be found later in this document in the section titled "Procedure for Candidacy."

The Role of the University Registrar and Director of Academic Records



The University Registrar and Director of Academic Records leads the planning, implementation and management of core academic, administrative, logistic, and record-keeping systems and services for students, faculty, and alumni. The University Registrar oversees confidential academic records, evaluates academic credit, and implements academic policies and procedures. As a University leader, the Registrar provides guidance to the Provost, Deans, and faculty on curricular policy. They promote a culture of

student-centeredness, student success, and academic achievement and ensure the delivery of critical institutional functions in support of academic areas and administrative departments.

Leading a team of nine, the University Registrar promotes team success and a culture of mentorship and support.

The University Registrar and Director of Academic Records:

- Leads and manages the work of the Registrar's area, within the office and wider University community, inspiring staff and collaborators to engage in stellar customer service and best practices at the individual, departmental, College, and University level.
- Directs and supervises the Registrar staff; supports staff professional development.

- Manages the integrity of academic plans and oversees the daily operations involved in the maintenance of academic student records and registration for undergraduate and graduate students on and off campus and online.
- Stewards the University's academic records, setting and implementing appropriate planning, policy, access, and security standards.
- Ensures compliance with federal, state, accreditor, and institutional regulations and policies for enrollment-related student and faculty functions, applying industry best practices.
- In partnership with the Provost, Deans, and Faculty, develops and implements academic policies and ensures that policies are consistently executed.



- Collects, analyzes, interprets, and disseminates information from University data sources, professional literature, and national data banks. Collaborates closely with Institutional Research and other offices on institutional effectiveness and enrollment research to enhance the University's ability to achieve its mission and goals.
- Configures and maintains systems, policies, and procedures for academic calendars and course schedules; student academic planning and registration; degree audit and tracking satisfactory academic progress.
- Develops and maintains close collaborations with key offices at Simmons and externally, including Student Financial Services, Academic Advising, Information Technology, Institutional Research, Simmons Online, and partners 2U, the Colleges of the Fenway office, the COF Colleges, and others.

Opportunities and Expectations for Leadership

The new University Registrar and Director of Records will be asked to address the following critical leadership issues, among others:

Establish a vision for the Registrar's office at Simmons

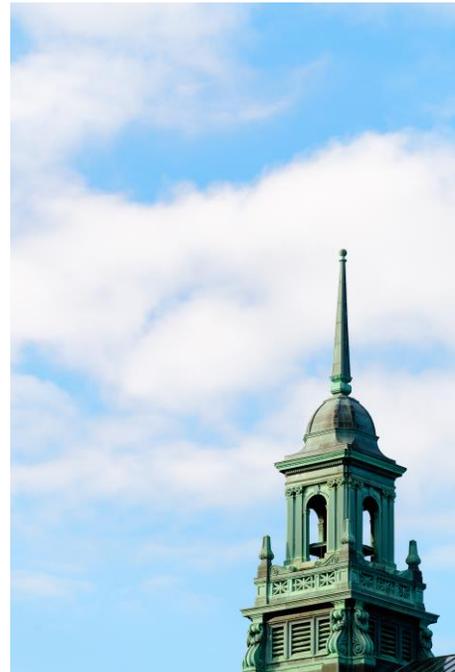
The University Registrar and Director of Records has an opportunity to bring a fresh eye and new sense of possibility to the newly declared University, four new Colleges, and a dynamic set of undergraduate and graduate programs. Simmons seeks a University Registrar who will

contribute to the continuous evolution of the institution and envision, build, and execute a strategic, systematic, and coordinated Registrar function that supports the needs of the new Simmons.

Simmons is in the midst of implementing Workday Student. This represents a significant opportunity for the University Registrar to implement a records management system that optimizes this software to meet Simmons' needs. Overall, the new leader will support a Registrar function that is based on sound data and technology, clear policies and procedures, and strong customer service. The University Registrar will continuously assess and refine the operation, reflecting the changing needs of a growing institution.

Develop and nurture strong relationships with the Simmons community

The University Registrar will find a welcoming community that values relationships, works as a team, and supports individual and collective success. As a visible institutional leader, the Registrar's influence will reach students, faculty, staff, and senior leaders. Early engagement in conversations that engender collaboration, trust, and confidence will be a top priority for the new leader. With the offices of the Provost and the Senior Vice President for Student Engagement, the University Registrar will provide leadership to enhance services, deliver a student-centered experience, and meet system-wide and campus objectives.



Provide strong leadership and support for the Registrar's office

This is a position for a skilled leader and manager. The University Registrar will lead a team that is collaborative and integrated and looks forward to employing both traditional and innovative methods to manage the academic records operation. The Registrar will enhance collaboration between the Registrar's area and key campus stakeholders and enable the staff to operate at the highest level of quality. In addition, the University Registrar will support the continued professional development of staff and foster an environment of teamwork, providing direction, clarity, and support for department operations and personnel.

Professional Qualifications and Personal Qualities

The successful candidate will have the experience, leadership, and vision to plan, organize, and direct the Registrar's office and to provide inspiration to advance the goals of Simmons University.

The University Registrar and Director of Academic Records will welcome change, thrive in a complex work environment, and demonstrate strategic and inventive thinking. The position requires strong relationship skills, high levels of resourcefulness, tactical execution skills, and a

strong customer focus. The Simmons University Registrar and Director of Academic Records will project honesty, integrity, and a personal interest in listening, learning, and creating trust.

The ideal candidate will have the experience, background, and knowledge to be successful at a tuition-driven private university with a historic commitment to social justice, diversity, equity, and inclusion, as well as be prepared to commit their skills and passion to Simmons University's mission and strategic plan as it relates to enrollment, retention, and graduation.

A successful candidate will have the following credentials and applied experience and competencies:

Core leadership and management skills, including the ability to:

- Adapt to a fast-paced environment, juggle multiple tasks and timelines, and adapt to shifting priorities.
- Formulate strategies to deliver results on long- and short-term goals.
- Demonstrate keen business acumen: monitor expenses, allocate resources, and assess outcomes.
- Foster a culture of innovation, identify opportunities for improvement, and have the ability to develop, sponsor, or support the introduction of new and improved methods, products, procedures, or technologies.
- Interpret data, identify trends and anticipate the impacts of proposals on policy and practice.
- Demonstrate an interest in continuously enhancing technical skills; apply technical knowledge to support processes and complex functional problem solving.
- Supervise employees and build an effective team; develop, implement, and execute strategies through people by providing leadership, feedback, coaching, utilizing influence, managing conflict, and developing talent for long-term success.
- Model engagement and openness for shared ideas and teamwork; interact effectively with diverse constituents.
- Demonstrate highly developed listening and communications skills; present technical and administrative information in informal and formal settings.



- Demonstrate a strong commitment to diversity, inclusion, and equity and foster an inclusive workplace where diversity and individual uniqueness are valued and leveraged to achieve organization goals.

Simmons has particular interest in candidates who have the following:

- The skills, knowledge, and experience to provide student-focused services to a diverse population.
- A deep understanding of and familiarity with current trends in the registrar's area and experience leading the effective use of academic records management technologies.
- Knowledge of the application of complex student information systems, course registration, enrollment, and student record keeping policies and practices.
- Strong working knowledge of federal and state laws, in particular FERPA, and mandates pertaining to enrollment and student records and to institutional compliance, including knowledge of best practices, current trends, and issues in higher education pertaining to academic records.
- Though experience with student information systems is highly desired, the University would also be interested in applications that demonstrate deep experience with records systems of comparable complexity in combination with a creative ability to apply that experience in higher education.

Simmons University: An Overview

Mission: The Simmons Difference

The Simmons Mission: To provide transformative learning that links passion with lifelong purpose.

For more than 100 years, Simmons has put the needs of our students first. Through an education that combines intellectual leadership with professional preparation, we help students lead meaningful lives and build successful careers for the 21st Century. The University's



commitment can be seen in our state-of-the-art facilities for teaching, learning, living, and working, as well as through our exceptional faculty and staff.

The Next 100 Years

With today's dynamic community of more than 4,500 students, Simmons University continues to move forward. Our commitment to the success of our students guides our vision and is clear in our values.

Vision

Simmons will become a beacon of leadership in the world of higher education and a resource to our nation and world - known for our expertise in fields that improve the human condition, sought out for the findings of our highly reputable research, and seen as the global expert in educating women for their own empowerment and for leadership.

Our Community

Simmons University is committed to engaging one another to address the dynamic, evolving issues of our community and our world. Simmons University is committed to building a community that is equitable and inclusive of all its students, staff, faculty, and alumnae/i. For more information about our commitment to inclusive excellence, please visit our [Office of Organizational Culture, Inclusion and Equity website](#).

Core Values

- We are at our best when students are first.
- We prepare students for life's work.
- We cross boundaries to create opportunities.
- We make a collective investment in community.



Quick Facts

Simmons is a four-year, private, non-profit, non-sectarian undergraduate women's college with a comprehensive liberal arts and professional curriculum and renowned coeducational graduate programs in nursing and health sciences, education, liberal arts, management, social work, public health, and library and information science.

Our Students

Simmons students are intellectually motivated and open-minded. You'll define what leadership means to you, and we'll help you get there.

- Simmons is home to 1,800 undergraduate women and 4,000 graduate men and women.
- Simmons offers over 60 majors and programs.
- Our students can get involved with over 80 clubs and organizations.
- 91% of graduates are employed or in graduate school within six months of graduation.
- Students at Simmons are from 47 different states and 22 different countries.
- 30% of our students self-identify as having a multicultural background.

Among our undergraduates:

- 60% live on campus.
- 14% are adult learners.
- 13% double-major.
- 8% transfer to Simmons from other institutions.
- 3% are international students.

Our Faculty

Though our faculty are distinguished scholars, practitioners, and experts in many areas, they share a common goal. They are dedicated teachers, inspiring and empowering students to become leaders in their chosen fields.

- Our student-faculty ratio is 12:1.
- Our average class size is 14.
- We have 260 full-time faculty (75% are women).
- Nearly 90% of liberal arts faculty have doctorates in their fields or terminal degrees.
- Faculty have received research awards from the Ford Foundation, Freeman Foundation, the National Science Foundation, and United States Institute of Peace.



Additional information about Simmons University may be found at <http://www.simmons.edu/>.

Procedure for Candidacy

Inquiries, nominations and applications are invited. Review of applications will continue until the position is filled. Candidates should provide a resume and a letter of application that addresses the responsibilities and requirements described in this leadership profile. These materials should be sent electronically via e-mail to Simmons University's consultants Amy Crutchfield, Pat Coleman, and Ann Wright at SimmonsRegistrar@wittkiewfer.com.

Simmons University values diversity and is committed to equal opportunity for all persons regardless of age, color, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any other status protected by law.

The material presented in this leadership profile should be relied on for informational purposes only. This material has been copied, compiled, or quoted in part from Simmons University documents and personal interviews and is believed to be reliable. While every effort has been made to ensure the accuracy of this information, the original source documents and factual situations govern.

All images and logos used in this leadership profile were obtained from Simmons University and/or are owned by Witt/Kieffer via Getty Image.

WITT / KIEFFER
Leaders Connecting Leaders

Witt/Kieffer is the preeminent executive search firm that identifies outstanding leadership solutions for organizations committed to improving the quality of life. The firm's values are infused with a passion for excellence, personalized service and integrity.