

Registrar

Rensselaer Polytechnic Institute Troy, NY

[Rensselaer Polytechnic Institute](#), the nation's oldest and among the top-ranked private, technological research universities, seeks an experienced, strategic and visionary leader to serve as the Registrar.

Under the leadership of President Shirley Ann Jackson, Ph.D., Rensselaer offers degrees from five schools: Engineering; Science; Architecture; Humanities, Arts, and Social Sciences; and, the Lally School of Management, as well as an interdisciplinary degree in Information Technology. Institute programs serve undergraduates, graduate students and working professionals around the world. Rensselaer offers more than 145 programs at the bachelor's, master's, and doctoral levels. The university provides rigorous, engaging, interactive learning environments and campus-wide opportunities for leadership, collaboration and creativity.

The University currently enrolls 5,539 undergraduates and 1,166 graduate students in residential programs.

About the Position

Reporting to the Assistant Vice President for Student Transitions, the Registrar is responsible for the overall supervision, planning, budgeting and administration of the Registrar's Office. The Registrar maintains the highest standard of accuracy, security and privacy of student records, and keeps abreast of regulations and best practices in compliance with federal law, state law, and accreditation agencies.

The Registrar leads a support staff of thirteen and works collaboratively with academic and administrative portfolios to organize and manage all activities related to student records and registration. The Registrar leads the processes for the articulation of transfer credits, graduation and certification of baccalaureate and associate degrees, enrollment and degree verification, production of official transcripts, diplomas, and commencement ceremonies. The Registrar counsels and advises students, faculty, and staff on academic matters; and interprets and enforces policies and regulations of the Institute. In addition, the Registrar is responsible for leadership and oversight of International Services for Students and Scholars to ensure compliance with immigration laws and regulations concerning the sponsorship of foreign students and visiting scholars.

Specific duties and responsibilities include the following:

- Manages the registration and scheduling processes including course, classroom and exam scheduling;

- Works closely with the Office of the Provost and academic departments to publish the Class Hour Schedule and the final exam schedule in accordance with Institute policies and regulations;
- Oversees the degree clearance process and works closely with the academic departments and ensures the Institute graduation requirements have been met, issues diplomas, and maintains the degree audits;
- Ensures that expenditures of the Registrar and International Services for Students and Scholars are within the targeted budget; and
- Ensures that the Clustered Learning, Advocacy and Support for Students (CLASS) the student experience at Rensselaer is advanced.

Qualifications

Bachelor's degree is required; Master's preferred with a minimum of five (5) years of professional-level and leadership experience in academic administration and the competencies that have demonstrated:

- Effective leadership and managerial skills, including experience with the direct supervision and professional development of staff;
- Creative problem solving and innovative thinking, including the ability to envision new structures, to serve the needs of the Institute, and its students;
- Knowledge and understanding with federal, state and accreditation agencies rules and regulations as they relate to the Office of the Registrar;
- Analytic skills in systems technology and data management, using relevant software;
- Experience in applying and interpreting Immigration and Naturalization laws (state and federal) as applied to student, scholar and work-related requirements;
- Effective oral and written communication skills;
- Competence in creating a strategic plan and corresponding budget; and
- Ability to proactively respond to the needs of a diverse student population.

How to Apply

Interested candidates should send a letter of application and resume that relates the applicant's knowledge, skills, abilities, competencies and professional work experiences to the stated qualifications for the position and notable achievements. The application materials should be sent electronically to RPIR@wspelman.com. The subject line in the email should be RPIR. Confidential inquiries regarding this outstanding opportunity may be made by contacting Megan Spelman at Megan@wspelman.com or at 585-366-4329.

Applications are being reviewed as submitted and will be considered until the position is filled.

All applications are considered confidential and neither references nor will personal or professional contacts be contacted without prior knowledge or approval of the candidate.

Rensselaer has a strong institutional commitment to diversity and is an Equal Opportunity/Affirmative Action employer. As such, the Institute welcomes applicants who will bring a diverse intellectual, geographical, gender, and ethnic perspectives to the Rensselaer community.