

Assistant Registrar, Curriculum

Department Summary:

The mission of the Registrar's Office is to provide: a knowledgeable, welcoming environment, that fosters collaboration, problem solving, and comprehensive innovative services to empower and meet the evolving needs of the BSU community.

Position Summary:

Serves as the primary curriculum and academic policy resource professional for the University. Organizes and maintains a comprehensive history of all governance-approved changes; and ensures that all appropriate governance policies and protocols are enforced. Has responsibility for the implementation of new courses, new programs, and both curricular and academic policy changes in the Banner database; and assists with a university-wide communication plan when appropriate. Coordinates approved changes with appropriate colleagues within the Registrar's Office to ensure that all changes that impact upcoming semester schedules and the degree audit are communicated in a clear and timely manner; and accurately implemented. Oversees and coordinates the production of the BSU Catalog and the on-line Catalog Addenda; ensuring its accuracy in the Acalog software system, its timely publication, and its long-term security. As a member of the office's leadership team, assists with the assessment of all services within the Registrar's Office; participates in planning, implementing and evaluating related processes; provides input for the evaluation of support staff who assist with the BSU Catalog and governance materials; and helps to promote teamwork and a "student ready" approach to service excellence.

Oversees the day-to-day operation of the office with regard to all AFSCME personnel; and manages the approval and reporting processes related to their attendance, time away from the office, comp/overtime worked, and professional training. Assists in promoting the values of professionalism, teamwork, collaboration and mutual respect throughout the office, and recommends ways to improve staff morale, professional development, and the overall working environment. Meets with AFSCME staff members regularly, and performs annual evaluations.

This is an APA unit position and is subject to the terms of that unit agreement.

Position Type: APA Professional

Essential Duties:

1. Oversees the day-to-day operations of the office with regard to all AFSCME staff. Ensures each day that there is adequate coverage to meet service needs. Makes recommendations with regard to office changes, and/or staffing reconfigurations, as needed.
2. As part of the annual review process, helps AFSCME staff members set realistic, measurable goals that work towards departmental and divisional strategic priorities.
3. Manages the approval and reporting processes related to all AFSCME attendance, leave forms, comp/overtime worked, and professional training.
4. Assists in resolving issues or conflicts as they arise. Whenever possible, promotes the values of professionalism, teamwork, collaboration and mutual respect throughout the office. Recommends ways to improve staff morale, promotes professional development, and strives to provide an empowering and supportive work environment.

5. Conducts regular meetings with AFSCME staff members throughout the year, as needed. Conducts the annual evaluation for each staff member.
6. Serves as the curriculum resource person for the University as a whole. Serves on or participates in a variety of governance committees as designated by the Provost and Vice President for Academic Affairs. Thoroughly reviews all governance proposals as they are submitted for accuracy, completeness and potential issues. Makes recommendations as appropriate.
7. Working closely with the Chairperson of governance committees, reviews and assesses all Minor governance changes for completeness, compliance with governance regulations, and the feasibility of their implementation. Makes recommendations for change as needed.
8. Works directly with Deans and Dept Chairs on upcoming proposals to help ensure compliance and success through the governance process. Assists in the communication, documentation and implementation of newly approved university academic policies and procedures; new programs and curricular changes; and relevant state and federal regulations.
9. Manages all approved governance changes each semester based on their implementation date. Works closely with office colleagues to ensure that all appropriate changes are communicated and implemented in time for course section development and degree audit programming in support of registration periods.
10. Develops the BSU Catalog production calendar each year; and has full responsibility for the coordination of data changes in, and the production of, the entire Catalog. Works closely with Deans, Department Chairs, Committee Chairs, administrators, Marketing and Communication and the Web Team to ensure that all data are gathered, entered, and proofed in a timely manner; thus guaranteeing an accurate publication by late August.
11. Coordinates governance-approved data for the on-line Catalog Addenda in between publication dates as appropriate. Works with the Web Team, Marketing and Communication, and the University Archivist in preserving the Addenda and the Catalog as a whole.
12. Working with the Office of the Provost and IT, develops a web-based system of archiving all governance documentation for ease of use by the campus as a whole, and for historic preservation.
13. Maintains all course data in the Banner-Catalog and ensures accurate, timely and historic data. Responsible for all Catalog forms including prerequisites, co-requisites, registration restrictions, and approved maximum enrollments.
14. Stays current with policy, curriculum, and governance-related issues; new software and technology; and state and federal regulations as they pertain to the operation of the Registrar's Office. Actively participates in professional listservs, and regional and national organizations.
15. Facilitates FERPA training workshops across campus as requested.
16. Processing notification of suspension, expulsion and death of a student.
17. Oversee the Hague Apostille process, including certification of transcript and diploma.
18. Serve as the point of contact for student requests to review records.

19. Identify new program codes and subject prefixes, submitting them to Banner Technical Committee (BTC) and setting them up in Banner, once approved.

20. Performs other duties as assigned by the Registrar.

Required Qualifications:

- Bachelor's degree
- Leadership experience promoting a culture of service excellence, innovation, and professional development
- Minimum of 3 years direct experience with the governance process and/or curriculum development at an institution of higher education.
- Knowledge of higher education principles, practices, regulations and procedures is required, with a strong background in both curricular and academic policy matters. Has an understanding of the academic cycle, and the relationship between curricular and policy changes as they relate to the academic calendar of events for students and faculty.
- Proven ability and aptitude to work with on-line administrative software packages like Banner and Acalog; and others as they emerge.
- Must be extremely detail-oriented, well-organized, highly principled, motivated, hard working, and have excellent editorial, procedural, and customer service skills. Strong interpersonal, supervisory, leadership and team-building skills are also required. A positive attitude and good sense of humor are ideal.
- Proficiency is essential in both written and oral communication. Proven ability to communicate and work effectively, diplomatically, collaboratively, and professionally with all campus partners within the university community including administrators, faculty, staff members and students.
- Ability to work both independently and collaboratively, as appropriate, is required.

Preferred Qualifications:

- Masters Degree
- Experience with Banner and Acalog
- Experience with academic publications is preferred.

Work Environment:

Bridgewater State University complies with the Americans with Disabilities Act (ADA) to provide reasonable accommodation to qualified applicants and employee with disabilities.

Office activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and interaction with computer equipment; Occasional bending, reaching, lifting, pushing and pulling up to 5 pounds.

Special Conditions for Eligibility:

Please be aware that employment at Bridgewater State University is contingent upon completion of a successful background check.

Salary Range: 65,000-75,000

Posting Number: S00505P

Open Date: 08/02/2019

Close Date: 8/31/2019

Open Until Filled: No

Special Instructions to Applicants:

Please note the following information is required to complete your application for this position:

*a minimum of one (1) employment history entry.

*a minimum of three (3) professional reference entries.

To apply, visit <https://apptrkr.com/1561910>

Bridgewater State University (BSU) is an affirmative action/equal opportunity employer which actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

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