



JOB OPPORTUNITY

University Registrar— Student Success & Enrollment Management

Reporting to the VP for Student Success and Enrollment Management.

The University Registrar directs all facets of the Student Records Office. This position supervises senior managers and develops and implements strategies for maintenance & upgrading of academic information infrastructure. Additional responsibilities include:

- Developing and implementing University policies and procedures regarding student registration, records, class schedules, instructional space scheduling, residency & graduation requirements.
- Implementing faculty academic policies; reviewing policy exception requests.
- Maintaining and upgrading University's academic information infrastructures including academic record archives, online student database; other database and information systems.
- Implementing short- and long-range department goals, objectives, policies operating procedures; monitoring and evaluating program effectiveness; implementing changes.
- Establishing organizational structure; staffing to effectively accomplish University's recruitment and retention goals and objectives.
- Developing and publishing University documents, catalogs, and class schedules.
- Certifying student-athletes entering University's various NCAA Division 1 inter-scholastic sports programs; managing NCAA eligibility for existing student-athlete participants.
- Monitoring of budgets, costs, and productivity.
- Representing University internally and to governmental agencies, vendors, students, parents; general public.

ABOUT NEW MEXICO STATE UNIVERSITY

New Mexico State University is a comprehensive land-grant institution of higher learning accredited by the Higher Learning Commission of the North Central Association of Colleges and Universities. An active research university, NMSU anchors the southern end of New Mexico's Rio Grande Research Corridor, exceeding \$140 million in research and public service expenditures. NMSU is classified as a Hispanic-serving institution by the federal government with a total minority enrollment over 60%. Home to the state's NASA Space Grant Program, NMSU is located in Las Cruces, which features desert mesas, the farmlands of the Rio Grande Valley, and the Organ Mountains, an extension of the Rocky Mountain chain. The University is committed to building a cultural diverse educational environment .

New Mexico State University is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, people with disabilities and veterans are strongly encouraged to apply. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, NMSU does not discriminate on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex (including pregnancy), sexual orientation, spousal affiliation or protected veteran status in its program or activities, including employment, admissions, and educational programs.

REQUIRED EDUCATION & EXPERIENCE

- A Bachelor's degree required, related field
- 5 years of experience directly related to standard duties as outlined.
- Leads and manages student success initiatives.
- Monitors program performance and promotes continuous improvement.

SKILLS

- Skills in examining and evaluating operations and/or re-engineering and improving operating strategies, systems, and procedures.
- Interpersonal relations skills.
- Ability to use Microsoft Office tools.
- Demonstrate technical and professional writing skills.
- Demonstrate clear, accurate and logical communication skills.
- Critical thinking and problem-solving skills.

EMPLOYMENT & BENEFITS

- Classification Level—Full-time / Exempt
- Professional development opportunities
- Flexible benefits program including health, dental, vision, life, disability, and retirement
- Domestic partner benefits
- Tuition assistance employee/spouse/ domestic partner/child

APPLICATION INFORMATION

To apply please go to <https://jobs.nmsu.edu/postings/499409>



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New Mexico State University