

University of Great Falls Registrar

The University of Great Falls is a growing, Catholic, liberal arts institution that is student-centered and mission focused, preparing students for living and for making a living. The mission supports the Sisters of Providence values of respect, compassion, justice, charity, excellence, and stewardship. The University is accepting applications from qualified, experienced, enthusiastic professionals who can assist with continued excellence in the Registrar's office. www.ugf.edu

Position: Registrar

Salary: Depending on qualifications and experience

Review of applications will begin immediately and continue until filled, with priority given to applications received by June 1, 2015.

MAJOR RESPONSIBILITIES:

- * Supervise and direct all activities related to the Registrar's Office.
- * Oversee academic course registration, processing and reporting of grades, enrollment verification and transcripts
- * Verify degree completion
- * Update and communicate academic policies and registrar policies and procedures to faculty, staff and students
- * Assist advisor training
- * Analyze and evaluate transcripts, CLEP, and AP credit
- * Attend all faculty and curriculum committee meetings
- * Coordinate all aspects of graduation
- * Supervise Associate Registrar
- * Serve as PDSO for SEVIS (Student I 20)
- * Administer budget for the Registrar's Office
- * * Secure all records according to AACRAO recommendations
- * Ensure the University complies with legal release of information and public information act; i.e. FERPA and Public Information Act
- * Lead FERPA training on campus
- * Maintain the Registrar web page

MINIMUM QUALIFICATIONS:

- * Master's degree preferred
- * Bachelor's degree and related work experience accepted
- * Experience as registrar preferred
- * Experience with student services
- * Experience supervising employees preferred
- * Expertise in AACRAO best practices, FERPA requirements, and SEVIS requirements
- * Working knowledge of state and federal laws that impact higher education
- * Excellent communication, organizational, and writing skills

Great Falls is a vibrant community of over 55,000 people with various recreational opportunities. Settled in the heart of Montana on the Missouri River, Great Falls is surrounded by spectacular natural wonders and scenery including the majestic Rocky Mountains to its west and the Little Belt Mountains to the east. www.greatfallsmt.net

APPLICATION REQUIREMENTS:

- Letter of Interest
- Resume/CV detailing professional experience/education
- Names of three professional references

SEND TO:

Dr. Gregory Madson, Academic Dean
facultyapplication@ugf.edu

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
COVERED BY THE MONTANA VETERANS' AND HANDICAPPED PERSONS'
EMPLOYMENT PREFERENCE ACT**