

**University Registrar**

**Presbyterian College**, in partnership with the national search firm of **Scott Healy & Associates**, seeks a dynamic leader to serve as their Registrar. Under the leadership of the Provost, the Registrar will provide support and direction in the development and implementation of new systems and enhancement of existing systems used to perform the various functions with the Office of the Registrar. The Registrar will maintain and implement new technology programs and procedures to assist faculty and staff for the future.

The Registrar is the officer responsible for oversight and administration of academic and student policies as they pertain to student records and maintenance of all academic information about Presbyterian College students. The Registrar will oversee all functions related to the Registrar’s office including course and classroom scheduling, course registration, maintenance of student academic records, transfer credit course postings and the degree audit system, degree validation and graduation certification, enrollment reports, and compliance with academic policies and FERPA regulations.

**Presbyterian College**

Presbyterian College (otherwise known as PC) was founded in 1880 by Dr. William Plumer Jacobs. Today, Presbyterian College (PC) is an institution that enrolls more than 1300 students. It offers 42 majors in its College of Arts and Sciences and School of Pharmacy. A Physician Assistant Studies program is under development and, pending review by ARC-PA and SACSCOC, is expected to open in August 2018. The College is affiliated with the Presbyterian Church USA. The College actively supports professional development and offers numerous grant opportunities for research and teaching.

PC has had six South Carolina Professors of the Year, twice as many as any other school in the state. 100% of its students participate in either an internship or a study abroad program and 90% of their campus is active in intercollegiate athletics or intramural sports. Visit [www.presby.edu](http://www.presby.edu) for further information.

**Mission and Goals**

The compelling purpose of Presbyterian College, as a church-related college, is to develop within the framework of Christian faith the mental, physical, moral, and spiritual capacities of each student in preparation for a lifetime of personal and vocational fulfillment and responsible contribution to our democratic society and the world community. These goals guide the College in its attempt to fulfill its mission:

* To help students gain a basic knowledge of humanities, natural sciences, and social sciences; a special competence in one or more particular areas of study; and an ability to see these studies as part of the larger search for truth;
* To develop in students the ability to think clearly and independently, to make critical judgments, and to communicate effectively in both speech and writing;
* To foster in students an aesthetic appreciation of the arts and literature;
* To acquaint students with the teachings and values of the Christian faith;
* To help students develop moral and ethical commitments, including service to others;
* To help students attain a sense of dignity, self-worth, and appreciation of other persons of diverse backgrounds;
* To encourage in students an appreciation for teamwork and for physical fitness and athletic skills that will contribute to lifelong health;
* To foster in students an appreciation of, and concern for, the environment and natural resources.

**The South Carolina Upstate**

Located in Clinton, South Carolina, the College is approximately 40 minutes from the Greenville and Spartanburg, S.C., metro area and about one hour from Columbia, S.C. The area offers abundant opportunities for social and recreational activities in one of the fastest growing regions of the country with easy access to Charlotte, N.C., Asheville, N.C., and Atlanta, GA.

The Upstateis the region in the westernmost part South Carolina and is also known as the Upcountry. The Greenville-Spartanburg-Anderson MSA was ranked seventh in the nation by site consultants considering the top markets for economic development and serves as home to BMW's only North American manufacturing plant, Michelin North America's headquarters, and Walgreens Southeast Distribution Center. Microsoft, Milliken Company, and Bank of America are just some of the more than 25 corporations that also have a major presence in the upstate. The Upstate is also home to more than 20 colleges and universities including PC.

Downtown shopping with a latte! Viewing beautiful waterfalls! Fine cuisine! No matter what your style, the Upcountry is the place for you. Historic sites dating back to the start of our country await you along with world-class entertainment in state-of-the-art venues. So whether it’s mountain biking, golfing, fishing or exploring history with your family, the Upcountry has it all.

Broadway productions, world-class art exhibits and local theater productions provide plenty of entertainment choices for everyone. The Upcountry is rich in cultural facilities. Our museums are recognized nationally and highlight the art, technology, history and culture of the Piedmont. The area has more than 500 sites of historic significance that include noteworthy American Revolution battlefields and sites. From tumbling waterfalls to scenic lakes, the Upcountry’s natural beauty is sure to inspire you.

**The Position**

The Registrar will manage and evaluate:

* all activities related to course registration and academic records, processes, procedures, publications, and related reports
* processes and reports related to requests for student information
* compliance with FERPA, in order to maintain as appropriate confidentiality of student records, and implementation of procedures to ensure compliance with other state or federal regulations
* all activities related to international student processing and reporting
* graduation, ordering/issuance of diplomas, activities associated with commencement ceremonies (candidate seating and line-up, processional, recessional, etc.)
* office policies and procedures and make changes as deemed necessary
* all test score review (College Level Examination Program (CLEP), Advanced Placement (AP), Defense Activity for Non-Traditional Education Support (DANTES), etc.), record by exam/exempt, or international credit, assuring the accuracy of review and entry
* updates as appropriate for college catalogs of the College of Arts and Sciences, the School of Pharmacy, and other graduate programs
* work with the Dean of Academic Programs, Provost, and faculty Curriculum Committee on proposals for new or revised courses or programs
* training and development of personnel in the Office of the Registrar, with ability to have multiple functions in office covered by various employees.

**Qualifications**

The Registrar must have earned a Bachelor’s degree, with a minimum of five years of experience in administrative or professional capacities. These include direct responsibility for student records department activities and reports as well as registration activities and reports. The successful candidate is technologically savvy, creative, and proficient in experience working with multiple integrated student information systems (Ellucian Banner, with willingness to use heavily Degree Works and Starfish as well). Excellent organizational, communication, interpersonal, and computer skills are required.

**Application Process**

All correspondence relating to the Registrar position should be directed in confidence to the University’s executive recruitment consultant:

**Mr. Jamie Marcus, Associate Vice President**

**Scott Healy & Associates**

**jamiemarcus@scotthealy.com**

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The full and complete application should contain the following information:

1) A cover letter outlining your experience and interest in College Registration and/or in related fields in higher education.

2) A complete CV outlining your career in higher education.

3) The names of five professional references including their relationship to you, their position, email, and direct phone numbers. References will not be contacted without written permission.

Applications submitted by **December 7, 2018,** will receive priority consideration. This search will remain open until the position is filled.

*Presbyterian College is an Equal Opportunity Employer. The College seeks to hire the most qualified candidate and does not discriminate against any legally protected class.*