

Inviting applications and nominations for

University Registrar



C O K E R
UNIVERSITY

COKER UNIVERSITY, a comprehensive university in South Carolina, seeks an experienced, student-oriented administrator to serve as **UNIVERSITY REGISTRAR**. The University Registrar provides management and leadership for all administrative, technical, and operational functions of the Office of the Academic Records.

As Coker University's guardian of all academic records, the University Registrar is responsible for a service-oriented structure in support of all academic programs at the university, ensuring that all components work together effectively. This leader serves in various capacities on college-wide committees, consults regularly with faculty committees and the Faculty Senate, promotes a university-wide perspective, and works effectively with students, faculty, administrators, and external organizations, while keeping abreast of emerging practices in higher education.

Essential Job Responsibilities

- Ensuring the integrity, accuracy, and security of all academic records of current and former students.
- Facilitating effective student registration.
- Building secure student data files and setting policy and procedure for their responsible use.
- Maintaining up-to-date course schedules, catalogs, and final examination schedules.
- Managing efficient use of classrooms.
- Supervising and maintaining software or technical tools used for academic records management.
- Ensuring coordinated communications and services for prospective and entering transfer students.
- Overseeing graduation and certification of baccalaureate degrees, degree verification, and the production of official transcripts and diplomas.
- Advising students, faculty, and staff on academic matters.
- Interpreting and helping enforce policies and regulations of the university, including FERPA.
- Supervising the records specialist and working collaboratively across divisions.

Preferred Education and Experience

- Master's degree
- Three or more years of supervisory experience, preferably in a higher education setting

Required Knowledge, Skills, and Abilities

- Demonstrated leadership, vision, and analytical skills to ensure exceptional student services while upholding the academic policies and regulations of the university and safeguarding the integrity and security of all academic records.
- Leadership and management skills with the ability to enlist the cooperation of individuals at all levels

COKER UNIVERSITY – UNIVERSITY REGISTRAR – SEARCH PROFILE

- Ability to establish and foster a student-centered and service excellence culture
- Be a campus resource on Federal and State regulations, including FERPA compliance and other policies relevant to the protection of student data and data security
- Possess technical expertise managing a complex administrative database and an understanding of ways that technology can be used to improve efficiency and accuracy
- Demonstrated experience working with Ellucian Colleague (or similar database), National Student Clearinghouse, CourseDog, and e-transcript processing services
- Proficiency in MS Office applications is expected, and in student services CRM *desired*
- Ability to maintain a professional rapport and communicate effectively in writing and in person with students, parents, guardians, faculty, staff, and administrative personnel; demonstrates sensitivity to needs of students, staff, and parents/guardians; maintains confidentiality of information regarding students; models appropriate behavior for students
- Exceptional skills working collaboratively with multiple and diverse constituent group

APPLICATION & NOMINATION PROCESS

Confidential inquiries are welcomed, and nominations are invited.

Applications

1) Application packet must include:

- a) A letter of application that addresses the responsibilities and qualifications of the position
- b) Current resume
- c) At least four references with full contact information including e-mails (*References will not be contacted without consent from applicant.*)

2) Submit application packet (preferably as PDFs) to: Coker-Registrar@myersmcrac.com

Additional information will be requested upon receipt of application.

Applications are reviewed immediately. Applications will be accepted until the position is filled.

Nominations

Submit nominations to: Coker-Registrar-nominate@myersmcrac.com with complete contact and e-mail information for the individual being nominated.

Brianna Douglas, Consultant, and **Emily Parker Myers**, CEO, of [Myers McRae Executive Search and Consulting](#), are assisting Coker University with this search. Contact Brianna Douglas at BriannaDouglas@myersmcrac.com for a conversation about this search.

Coker University, in compliance with all applicable state and federal laws, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, does not discriminate on the basis of race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and expression, age, marital status, veterans or military status, or against individuals with disabilities, or other legally protected classifications in the areas of employment, admission, financial aid, or access to educational or extracurricular programs, activities, or facilities.