

Wayne State College
Wayne, Nebraska

Position Profile
Registrar
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Prepared by:
Summit Search Solutions, Inc.



Wayne State
College

www.wsc.edu

THE INSTITUTION

For more than 100 years, Wayne State College (WSC) has been devoted to freedom of inquiry, excellence in teaching and learning, and regional service and development. Known for its friendly atmosphere, exceptional academic reputation and success of its graduates as well as its affordability, Wayne State is the college of choice for over 3,500 students. WSC is rapidly emerging into one of the most dynamic small, regional public colleges in the Midwest, located in Northeast Nebraska. Strong leadership, steady enrollment, a renewed focus on student development and teaching, and several recently completed building projects are indicators of the College's vitality.

In 1891, during its infancy, Wayne State started out as a teacher's college. Now, more than 125 years later, 1 out of 10 Nebraska teachers possesses at least one degree from Wayne State. Today, as a leading comprehensive college in Northeast Nebraska, it now offers more than 90 undergraduate programs and four graduate programs.

Located on a 128-acre campus, WSC provides education in a small, personalized setting as it boasts a 20:1 student-to-faculty ratio. Not only does WSC provide students with an outstanding education, but it addresses the needs of students with regard to its extra-curricular activities which include theater, music and athletic teams. Service-Learning is also an important component of education at WSC. Students lead community projects designed to integrate meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility and strengthen communities.

Wayne State College is the only public college or university in Nebraska to receive recognition in the 2013 and 2014 *U.S. News and World Report* annual college guides, *Colleges of Distinction* and the *Washington Monthly College Guide and Rankings* wherein it is recognized as having the highest overall score of any public institution in Nebraska and is ranked second for community service participation. Wayne State has been named to the President's Higher Education Community Service Roll three years in a row. To read more visit: www.wsc.edu



Location: Wayne, Nebraska

THE OPPORTUNITY

The **Registrar** will provide leadership to plan, organize and manage all the activities related to the Records and Registration Office, including serving as the official authorized keeper of the college's student records. In addition, the Registrar will organize and assist in the administration of permanent record safety, ongoing registration processes, and accuracy of transcripts and graduation functions, ensuring compliance with federal and state laws and regulations. The Registrar will serve as the functional lead for PeopleSoft, WildcatsOnline and other college software applications used by the office while ensuring efficient and effective workflow, and will provide leadership for continual

enhancement of processes and services and support a customer service-minded culture. The responsibilities of the Registrar include but may not be limited to:

- Overseeing the daily operation of the Records and Registration Office, mid-term and final grade processing, academic probation/suspension status of students, and the development of the department's annual budget and expenses.
- Providing leadership and developing appropriate recommendations for technological advances in methods of record keeping, including electronic forms and creation and implementation of a record imaging process.
- Maintaining continuous system testing and providing direction to improve and update functionality of PeopleSoft.
- Interpreting, implementing, and administering the rules and regulations as articulated in the college catalog.
- Collecting, organizing and maintaining the student academic records, resolving record discrepancies and assisting in athletic academic eligibility verification.
- Performing all duties of the VA Certifying Official including oversight of enrollment certifications, maintaining all documents for compliance visits, reporting academic standing/graduation for students on the GI Bill, and evaluating and awarding military credits.
- Preparing the campus Academic Calendar for approval by the Faculty Senate based on the NSCS five-year calendar and WSC policies.
- Creating the informational pages of each class schedule booklet including the semester calendar, registration and policy instructions, final exam schedules and Student Financial Services instructions.
- Overseeing the validation and timely publication of the general catalog yearly and class schedules each term after updates are made in courses in the PeopleSoft catalog.
- Updating the academic structure and the term/session/academic calendar in PeopleSoft and running batch processes in the system.
- Collaborating with administrators, deans, faculty, IT and counselors to facilitate and improve services to students, including catalog and registration/records policy questions.
- Participating in professional development activities and serve on college committees that support the goals and objectives of the college.
- Other job duties as assigned by the Vice President of Academic Affairs.



QUALIFICATIONS

- Bachelor's degree required plus prior leadership experience in a student records function.
- Experience working with PeopleSoft.
- Supervisory experience.
- Attention to detail and a demonstrated commitment to a high level of customer service.
- Excellent written and verbal communication skills to positively interact with students, faculty and staff.
- Technical application experience and knowledge of state and federal academic records regulations preferred.

PROCEDURE FOR CANDIDACY

Review of applications will begin immediately and are welcomed until position is filled. Click here to apply and be sure to include your resume and cover letter: [Apply Now](#)

Or you may cut and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=8842091&portalID=5652>

Please refer to www.wsc.edu/br for further details about the campus, policies, and the excellent benefit package that Wayne State College offers.

For nominations or further information:

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Wayne State College is an equal opportunity institution. WSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Jeff Carstens, Vice President and Dean of Students, Title VI, VII, IX Compliance Coordinator, Wayne State College, 1111 Main St, Wayne NE 68787, 402-375-7213



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WAYNE, NEBRASKA AND SURROUNDING AREAS

Wayne combines the best in modern living with traditional American values. This neighborly region possesses a healthy progressive spirit and open friendliness, nestled in one of the most scenic spots in all of Nebraska. Residents describe this part of northeast Nebraska as an easygoing place to live, work and play. As the county seat of Wayne County, it is located in northeast Nebraska on State Highways 15 and 35.

Quiet neighborhoods surrounded by beautiful rural vistas make up a large part of the area and residents have daily access to the great outdoors. There is also a thriving commercial district that offers many advantages to businesses. This city has a strong economic heritage and is widely regarded as one of the best places in the State for relocation and new enterprise. Excellent public and private schools provide the best education for all students. Wayne is dynamic and vibrant, with steady commercial growth and thoughtful planning by civic leaders and it is located just close enough to larger cities to take part in the excitement of city life. It's also removed enough to let you spend quiet evenings relaxing at home.



Wayne is located just 45 miles southwest of **Sioux City, Iowa**, where one can enjoy history, entertainment, dining and nightlife. In 2010, Forbes ranked Sioux City in the top 15 Best Places for Business and Careers.

Next, if you travel 105 miles southeast to **Omaha, Nebraska**, there you will find a metropolitan area that is home to over 900,000 people who welcome visitors with open arms and authentic Midwestern hospitality.



Another popular city 'fix' is **Lincoln, Nebraska**, just 120 miles south of Wayne. It sits as the capital of Nebraska and offers exciting adventures for cycling enthusiasts, wine and beer aficionados, artists and music lovers.

For more information on Wayne, Nebraska and surrounding areas:

City of Wayne Nebraska: <http://www.cityofwayne.org>

Wayne County Nebraska: <http://www.waynecountynec.org/>

Visit Nebraska: <http://visitnebraska.com/>

Visit Sioux City: <http://visitsiouxcity.org/visitors-guide/>

Omaha: <http://www.visitomaha.com/>

Lincoln Convention and Visitors Bureau: <http://www.lincoln.org/>