



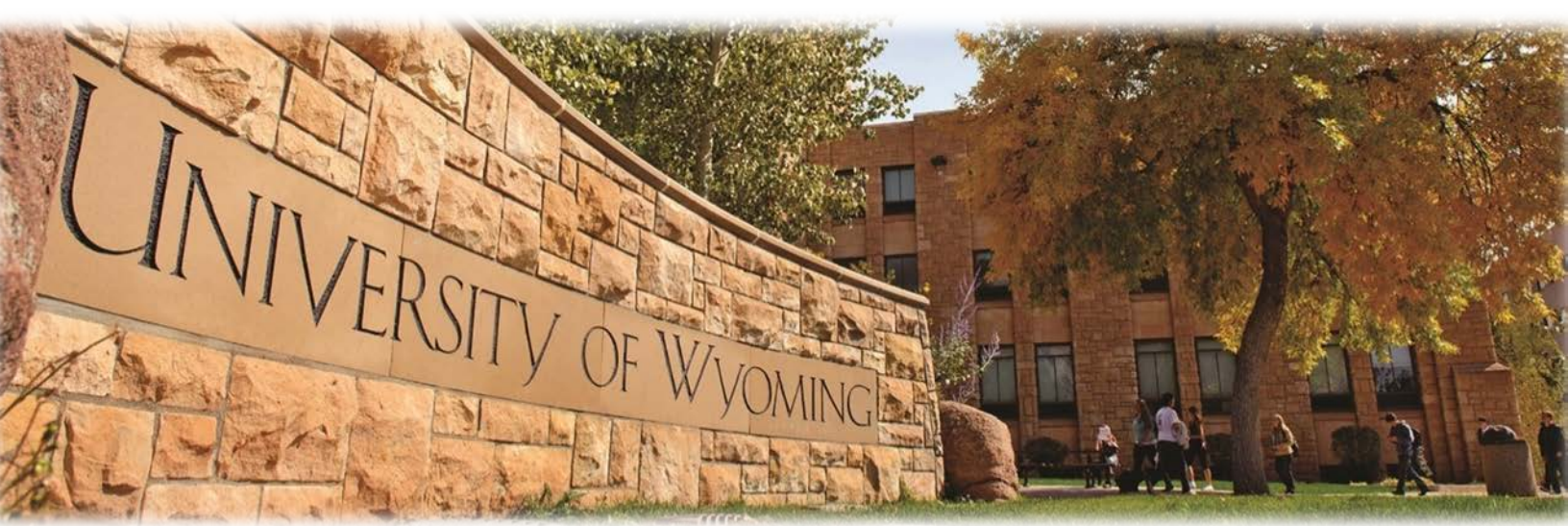
UNIVERSITY  
OF WYOMING



## POSITION PROFILE

University Registrar  
January 2019

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## THE UNIVERSITY

Nestled amid the beauty of two mountain ranges in southeastern Wyoming, you will find the nationally recognized teaching and research institution, the **University of Wyoming (UW)**. Established as a land-grant institution in 1886 when Wyoming was still a territory, UW has since grown to offer more than 200 areas of study, drawing 12,500+ students from all 50 states and 90 countries. UW is known for its accomplished faculty and world-class facilities, its small student/faculty ratio and quality undergraduate and graduate programs within its colleges of Arts & Sciences, Agriculture & Natural Resources, Business, Education, Engineering & Applied Science, Health Sciences, Law, School of Energy Resources, and Haub School of Environment and Natural Resources. To learn more: <http://www.uwyo.edu>

Throughout its existence, UW has been the only four-year university in the state of Wyoming, though it maintains close relationships with the state's seven community colleges. UW's global impact begins with innovative undergraduate and graduate research opportunities and extends through state and federal partnerships and recent initiatives such as the Wyoming Institute for Humanities Research and the School of Energy Resources. UW has played important roles in the lives of students, Wyoming residents, and communities for 132 years.

- Recognized by *Forbes Magazine 2018* as being one of the nation's best college values.
- Rated as a "Top 15 Outdoor Adventure College" by *Outside Magazine*.
- Wyoming is ranked #21 in *US News and World Report 2018* "Best States Rankings."

In May 2016, Dr. Laurie Nichols assumed the role as the University's 26<sup>th</sup> president. Dr. Nichols is working collaboratively to help the University reinforce and strengthen its reputation as it adapts to changing economic factors in the state and beyond. The University community recently published its new strategic roadmap, "[Breaking Through 2017-2022: A Strategic Plan for the University of Wyoming](#)." It's an exciting time to be a part of UW as it embarks on new and exciting opportunities.

**Location:** Located in Laramie, Wyoming, a town of more than 31,000 with a unique blend of sophistication and western hospitality, UW not only provides an environment for success but also offers varied academic and lifestyle opportunities. Laramie is a great place to live and work as it boasts low cost of living, no state income tax as well as incredible outdoor recreational opportunities, an eclectic downtown area, and a great public-school system.





## THE OPPORTUNITY

The University of Wyoming seeks a University Registrar to join its team. Reporting to the Associate Vice Provost for Enrollment Management, the University Registrar is the official, authorized keeper of the university's student records and provides vision and leadership to enhance academic records management. The Registrar works closely with Registrar staff to perform the following administrative duties: room and course scheduling, grading, transcript production, transcript evaluation, registration, FERPA compliance, academic policy implementation, reporting, residency classification, degree audits, the university catalog, and diplomas. Enrollment Management is under the purview of the Provost and the University Registrar thus works closely with staff in Academic Affairs, Transfer Relations, Scholarships and Financial Aid, and the academic colleges. The University of Wyoming Registrar duties and responsibilities include:

- Supervise and coordinate all Registrar's Office activities, including both day-to-day management and long-range planning as they impact students at the undergraduate and graduate level for all terms.
- Assist in the development of academic policies and procedures with appropriate campus personnel in collaboration with members across the division of Academic Affairs.
- Partner with Wyoming Community College Commission, Wyoming Community Colleges, Wyoming Department of Education, and other entities in implementing a Statewide Longitudinal Educational Database System and other collaborative projects.
- Collaborate with Wyoming Community Colleges to elevate processes and partnerships.
- Work with the teams in Admissions, Scholarships and Financial Aid, Bursar's Office, academic units, and others to coordinate activities and set priorities, goals, and direction.
- Implement and ensure compliance and consistency of University rules and regulations, state and federal laws (including mandated reporting), and professional standards regarding record-keeping.
- Work with University Information Technology to support institution-wide users of student information and related systems.
- Responsible for monthly enrollment reporting to the National Student Clearinghouse, timely SSCR error correction, and reporting of unofficial withdrawals each semester.
- Research solutions and implement the transition of transactional workflow from paper-, fax-, or e-mail-based processes to fully online processes that work for all UW students, regardless of geographic location or time zone.
- Identify, evaluate, and recommend new products and technologies for student information and related systems.
- Serve as data steward and security manager for student data and systems. Evaluate requests for changes to or information from student systems.
- Determine the broad goals and organizational structure for Office of the Registrar staff.
- Plan, direct, and evaluate operations of the office, which includes preparing and monitoring budget and developing long-range goals for the department.
- Other duties as assigned or required.

## Qualifications:

- Master's degree required plus five years of progressively responsible experience working with student-related systems.
- Experience managing a team including supervision and performance management.
- Demonstrated evidence of system innovation and process improvement.
- Strong leadership and interpersonal skills with the ability to work effectively with a wide range of diverse constituents, individuals and groups.
- The ability to make data-informed decisions.
- Experience with National Student Clearinghouse.
- Knowledge of National Student Loan Data System and Integrated Postsecondary Education Data Systems (IPEDS) preferred.
- Demonstrated ability to work with an agile senior leadership team to drive institutional progress and change.
- Banner System experience preferred.

## PROCEDURE FOR CANDIDACY

The University of Wyoming, in consultation with Summit Search Solutions, Inc., will begin a confidential review of application materials immediately and continue until the position is filled; **parties who apply by March 3, 2019, will be given first consideration.** Please submit curriculum vitae and letter of interest upon application. All applications and nominations will be held in confidence. To apply online, go to <https://theapplicantmanager.com/jobs?pos=su133>

### For further information or to make nominations:

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*[Summit Search Solutions, Inc.](#) is a boutique executive search firm with a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, New York, North Carolina, and Oregon. Summit brings precision, process, and passion to its work.*

*The University of Wyoming is an Equal Employment Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status or any other characteristic protected by law and University policy. To review the [EEO is the Law Poster](#) and its [Supplement](#), please see [The Diversity & Fairness page](#).*

*Pursuant to Wyoming State law, W.S. 19-14-102, as amended, an honorably discharged veteran who has been a resident of the state of Wyoming for one (1) year or more at any time prior to the date when the veteran applies for employment, or any surviving spouse who was married to such veteran at the time of the veteran's death, who is receiving federal survivor benefits based on the veteran's military service and is applying for employment, shall receive an interview preference during the applicant screening process with the University of Wyoming. At the time of application, the applicant must possess the business capacity, competency, education or other qualifications required for the position. If disabilities do not materially interfere with performance of job duties, disabled veterans will be given preference over able-bodied veterans. **Appropriate documentation of veteran status must be provided at the time of application as outlined in the application process.** No preference will be given to a veteran currently employed by a public department.*

*The University of Wyoming conducts background investigations for all final candidates being considered for employment. Offers of employment are contingent upon the completion of the background check.*

*Applicants with disabilities may request accommodation to complete the application and selection process. Please notify Human Resources at least three (3) working days prior to the date of need.*



## LARAMIE, WYOMING

Living in Laramie, WY is like being on a year-round vacation—whether you’re looking for great food, entertainment or outdoor adventure. The name "Laramie, Wyoming" conjures up visions of the Old West like few others can, with a historic downtown, prairie and mountain vistas, rodeos, guest ranches and more. Laramie is filled with hospitality, entertainment, and excitement while providing a neighborly atmosphere and warm small town feel with a multitude of amenities and entertainment. Surrounded by the great outdoors, Laramie is also southeastern Wyoming’s center for arts events, with a lively music and theater scene, art exhibitions, festivals, and a variety of other entertainment. And don’t forget all the sports activities at the university and K-12 levels. Go Cowboys!

### ***Interesting Facts:***

- Also known as the “Gem City of the Plains”, Laramie is located in the southeastern part of Wyoming approximately 45 miles from the state capital, Cheyenne, and 130 miles from Denver, Colorado.
- Laramie sits at 7,200 feet above sea level in the Laramie River Valley surrounded by the Medicine Bow National Forest, the Laramie Mountains, and the Snowy Range.
- Laramie has a 6% sales tax but does not have a state income tax or state inheritance tax.
- The unemployment rate in Laramie is 3.20 %.
- Laramie offers a variety of outdoor adventures with more than 250 days of sunshine.
- The quality of life and amenities Laramie has to offer brings several types of industries to the area including technology companies and academia.



About 20 minutes east of Laramie, the Vedauwoo Recreation Area boasts some of the best rock-climbing in the country. You can photograph abundant wildlife, dramatic alpine scenes, and jumbled rock formations. And with more than a hundred mountain biking trails, the Laramie area provides a paradise for exploration on two wheels. If you prefer walking or hiking, camping or day-trips, fishing or hunting, the mountains, lakes, rivers, and trails around Laramie offer something for everyone. Families will find fun and exploration close to town, while backpackers and sportsmen can spend a week in the high country of the Medicine Bow Mountains. And as a winter snow enthusiast, you can escape the crowds by exploring the hills, forested glens and rolling meadows of the Snowy Range from the back of a snowmobile or on downhill or cross-country skis. Laramie is Wyoming’s favorite playground!

***For more information on Laramie please visit:***

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- Visit Laramie, <http://visitolaramie.org/>
  - Laramie Chamber Business Alliance, <http://laramie.org/>
  - Laramie Main Street <https://laramiemainstreet.org/>
  - Live the West in Laramie, WY, <https://youtu.be/g48PeRSjBuY>