



Position Profile
University Registrar
January 2020

In partnership with Summit Search Solutions, Inc.

ABOUT SOUTHERN CALIFORNIA UNIVERSITY OF HEALTH SCIENCES

Southern California University of Health Sciences (SCU) is a regionally accredited, nonprofit institution specializing in health care education. SCU is dedicated to its core values of grit, transparency, a sense of humor, and shared respect for a diversity of ideas, beliefs, and cultures.

The Southern California University of Health Sciences was founded in 1911 as the Los Angeles School of Chiropractic. SCU has added multiple programs over the years and is today a comprehensive health sciences university offering certificate, baccalaureate, and graduate-level education to students interested in pursuing a career in the health professions. SCU is a leader in educating students to be competent and caring integrative healthcare practitioners. SCU has a history of providing the highest levels of patient care and has gained a reputation for excellence in an evidence-informed curriculum. For more information on SCU: <https://www.scuhs.edu/>

SCU's mission is to educate students as competent, caring, and successful integrative healthcare practitioners. Faculty, staff, and students enjoy a collaborative and engaged community that includes an active student association, staff senate, and faculty senate.

The University is proud of the SCU Health Center, a unique educational health and wellness facility residing in the heart of Whittier, California. The Center has been educating practitioners for 100 years. Skilled and qualified students provide care under the close guidance of expert, licensed SCU Health System practitioners. The SCU Health Center provides chiropractic, acupuncture, Ayurveda, and massage therapy services to address a variety of ailments and medical conditions. Each patient, based on their needs and condition, receives a customized plan that is right for their health and lifestyle.

The University is committed to providing excellence in academics, service, scholarship, and leadership through its four colleges:

- **Los Angeles College of Chiropractic**
 - Doctor of Chiropractic
 - Sports Medicine Residency
 - Diagnostic Imaging Residency
 - Veteran Affairs Residency
- **College of Eastern Medicine**
 - Doctor of Acupuncture & Chinese Medicine
 - Master of Acupuncture & Oriental Medicine
- **College of Science and Integrated Health**
 - Master of Science: Physician Assistant Program
- **School of Professional Studies**
 - Accelerated Science Courses
 - BS in Biological Sciences
 - Ayurveda Certificate Program
 - Clinical Internship for Ayurveda Practitioners
 - Massage Therapy Certificate Program

QUICK FACTS

13:1 Student to Faculty Ratio
6 Continents represented by SCU Alumni
30+ Student Groups and Associations
20 Average Class Size
35,000 Annual patient visits to the SCU Health System allowing students real world experience
12 Affiliated Health Centers
25 Acre Campus

[The Refreshed Institutional Plan to 2023](#) provides a sustainable plan for the success and growth of Southern California University of Health Sciences.



THE OPPORTUNITY

University Registrar

Southern California University of Health Sciences seeks a Registrar to join its team. Reporting to the AVP of Student Services, the Registrar provides critical oversight to scheduling, registration, compliance, academic and student-related policies and procedures, and student record keeping. This leader will be charged with continuous improvement in the analysis, development, implementation, and evaluation of all student-facing functions with the goal of enhancing efficiency and effectiveness. The Registrar joins a fun, hardworking group of committed professionals focused on providing the best service to the University's students.

Primary Responsibilities:

- Manage, maintain, and ensure the safekeeping and accuracy of the academic records of all students enrolled at the University.
- Ensure the accurate awarding of academic credit in accordance with University policy including for a significant number of transfer students and students-at-large enrolling each year.
- Provide oversight for the monitoring of students' progress toward degree completion and maintain an effective degree audit system.
- Monitor and verify student enrollment and share in preparation of enrollment reports for internal and external audiences, including auditors and accreditors, as needed.
- Communicate with key administrators and partner with academic leadership team, including Faculty Senate, to support the effective functioning of the University.
- Assess and analyze business processes to optimize efficiency and ensure outstanding service to students.
- Supervise the verification of data essential to student loan processing and compliance, responsible for enrollment and degree reporting to the National Student Clearinghouse.
- Oversee records management for students on academic warning, probation, suspension or dismissal, working in conjunction with other departments as needed.
- Oversee training, development and maintenance of procedure manuals, FERPA regulations, and systems within the Registrar's office.
- Develop and publish the academic calendar including registration dates.
- Work collaboratively with academic affairs to generate course and program schedules.
- Ensure the accurate publication of any and all registrar related information on the University web site.
- Oversee the timely and accurate publication of the academic catalog.
- Lead Registrar's Office staff members with particular attention to service and responsiveness to students.
- Build and maintain relationships with academic programs to ensure students have the information they need regarding academic policies and processes.

- Issue official transcripts and certifications and ensure compliance with the Family Educational Rights and Privacy Act (FERPA) as well as other federal and state regulations and programmatic accreditation bodies relating to enrollment, academic records, security and awarding of academic credit.
- Oversee the effective use of systems for student information (Jenzabar J1), document imaging (ImageNow), course schedule and space scheduling systems (Ad Astra), University catalogs (Acalog) and other systems that relate to the duties of the University Registrar.
- Serve on committees and task forces as needed; participate in discussions regarding implementation of and modifications to enrollment, academic and records policies and procedures.
- Participate in the planning of academic ceremonies including orientation and graduation.
- Collaborate national, state, and local organizations on the development and implementation of new policies, requirements, and practices.
- Upgrade professional knowledge, evaluate new technologies, and recommend implementation as appropriate.
- Establish and implement short- and long-range department goals, objectives, policies, and operating procedures; monitor and evaluate program effectiveness; effect changes required for improvement.

Qualifications and Attributes:

- Bachelor's required; master's preferred.
- Three or more years of experience in registrar's office; supervisory experience would be helpful.
- Desire to use technology to automate and improve services. High level of comfort with technology solutions.
- Experience with Jenzabar and Canvas helpful. Experience with content publishing systems (e.g. Acalog) and scheduling software also helpful.
- Ability to work in a collaborative environment; ability to develop productive relationships with colleagues in admissions, financial aid, and academic affairs.
- A service mentality – a desire to work with academic leadership to ensure the needs of the students, faculty, and academic programs are met in an efficient and effective manner.
- Excellent process person – able to set up and monitor the efficiency of policies, processes, and systems.
- Ability to provide reporting to assist college leadership in key decisions (i.e. census and enrollment reports).
- A sense of humor – able to have fun while meeting goals.
- A roll-up-your-sleeves, get-it-done mentality.

Expectations of SCU Employees:

The SCU President's Cabinet has identified a set of values and attributes that are bare minimums for employment, those that are core to who we are as a University, and values to which we aspire. This is in harmony with principles found in *The Advantage*, by Patrick Lencioni.

SCU Core Values:

- **Transparency:** Transparency implies openness, clear communication, respect, and accountability. Transparency is operating in such a way that it is easy for others to see what actions are performed. SCU believes that transparency leads to trust, improved problem solving, stronger unified teams, and enhanced productivity.
- **Grit:** Grit is passion and perseverance toward long-term goals. A positive, non-cognitive trait based on an individual's passion for a particular long-term goal coupled with a powerful motivation to achieve their respective objective. This perseverance of effort promotes the overcoming of obstacles or challenges that lie within a gritty individual's path to accomplishment. At SCU, grit is "Sprinting the Marathon" - engaging in to be successful and reach long-term sustainability in the ever-changing healthcare and higher education environment.
See: http://www.ted.com/talks/angela_lee_duckworth_the_key_to_success_grit.html
- **Sense of Humor:** Having a sense of humor is about having a sense of perspective and using the ability to find the humor in situations to manage stress and creatively problem solve. At SCU, adding relevant and safe humor is about celebrating work, not trivializing it. By occasionally taking one another lightly, while still taking their jobs seriously, mixing humor in an appropriate manner leads to improved workplace productivity and morale.



PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and are welcomed until the position is filled. Click here to apply and be sure to include your resume and cover letter: <https://theapplicantmanager.com/jobs?pos=su191>

For nominations or further information:

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Southern California University of Health Sciences is an equal opportunity employer. Members of underrepresented groups are encouraged to apply.



Summit Search Solutions, Inc. is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, New York, North Carolina, and Oregon.





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WHITTIER and SOUTHERN CALIFORNIA

Whittier is a unique combination of community identity, spirit, and cooperation that have helped make it one of the most attractive and desirable residential and business locations in Southern California. Located in Los Angeles County, about 12 miles southeast of the City of Los Angeles, it boasts beautiful year-round weather with temperatures rarely reaching above 90 degrees or below 50 degrees.

Living in Whittier offers residents a small-town feel but with the benefits of a large metropolitan area with access to a vast array of cultural and recreational opportunities. In addition to all the attractions offered by the private sector, the County has several world-class facilities including the Music Center, Hollywood Bowl, Museum of Art, the Natural History Museum, the Ford Theatre, and Marina del Rey. The County manages 87 regional and local parks, 344 miles of horse and hiking trails, 19 golf courses, 31 public swimming pools, and 25 miles of beaches.

And there is no end to what Southern California (SoCal) offers in the way of world-renowned restaurants, gallery exhibits, theater, and just about every outdoor activity you can think of.

Southern Californians lead an outdoor lifestyle where family dinners can be served on the patio, an office worker can go for an outdoor run during his lunch hour and weekends can be spent bike riding, hiking, or taking the dogs for a long walk, followed by a stroll through the neighborhood farmers market. This is the life in SoCal year-round.

To learn more about *Whittier* and *Southern California*, visit:

Explore Whittier California: <https://www.explorewhittier.com/>

Whittier Chamber of Commerce: <https://www.whittierchamber.com/>

LA County: <https://www.lacounty.gov/>

Los Angeles Times Arts & Culture: https://www.latimes.com/entertainment/arts/?_lb=1

