

## **LANGSTON UNIVERSITY UNIVERSITY REGISTRAR**

The University Registrar is the primary steward and certifier of all official academic records in accordance with the University's policies and procedures, state and federal laws, and FERPA guidelines. The Registrar is responsible for maintaining and ensuring the quality and integrity of student academic records; maintaining updated program modifications, certifying degree completion, overseeing the student information system's functions related to registration, grades, course information and access to these functions by faculty and students via the campus portal. The Registrar also manages the budget and submits internal and external reports. The University Registrar is responsible for understanding, interpreting, explaining, and applying the policies of the Oklahoma State Regents for Higher Education.

In addition, the University Registrar supervises a staff responsible for transfer articulation, course schedule production, Veteran Affairs operations, and other related functions. The University Registrar and staff maintain the university catalog in coloration with the Office of Academic Affairs. The Registrar and/or staff also deliver training for faculty, staff, and students through regular communication and outstanding customer service. The ideal individual is detailed oriented, possessed organizational and analytical skills, and can manage multiple projects and meeting deadlines.

### **Minimum Qualifications:**

- Earned bachelor's degree from an accredited institution
- Three (3) years of experience in education
- Experience in data management or student information systems
- Supervisory experience
- Demonstrated history of working collaboratively with students/staff/faculty in a team environment

### **Preferred Qualifications:**

- Earned master's degree from an accredited institution
- Experience in the registrar, records, or financial aid office
- Progressive management and supervisory experience
- Extensive experience with student information systems, particularly Banner
- Knowledge of budget preparation

Salary is commensurate with qualifications and experience.

To apply, submit the Langston University application, cover letter, current resume, official transcripts, and three current letters of recommendation.