The mission of Kansas State University is to foster excellent teaching, research and service that develop the highly skilled and educated citizenry necessary to advancing the well-being of Kansas, the nation and the international community.

**THE OPPORTUNITY**

This is a remarkable opportunity for a seasoned leader and change agent to serve as the Registrar within a public R1, land-grant, university comprised of four campuses and a foundation. The University serves over 22,000 students.

As the Registrar, the chosen candidate serves a critical role as the University engages in innovative approaches to enrollment management, university budget model, and data-driven decision-making. The successful candidate is a tech savvy, experienced team leader well versed in the requirements of a successful registrar in a complex, multi-campus setting such as Kansas State University.

The University Registrar will report to the Vice Provost for Enrollment Management and will manage all functions within the Office of the Registrar, including academic records, course enrollment and registration, course and classroom scheduling, degree audit and progress, graduation, publications and communications, transfer articulation, process grades, transcripts and certifications for enrollment, including certification of NCAA athletic eligibility.

As the steward of student records and a key partner in the delivery of educational programs, the Registrar creates, safeguards, and preserves academic records; ensures adherence to policy and regulatory requirements; provides support for curricular infrastructure systems and program development; collects and analyzes critical data; and promotes data-informed strategic planning and decision-making. The Registrar develops the appropriate recommendations for the implementation of technology-based solutions in support of enhanced services. The University Registrar is a critical partner in advancing strategic enrollment priorities of the university. The ideal candidate will be highly organized, detail-oriented, and bring a student-focused, outcomes-oriented leadership approach to the Office of the Registrar and serve as a key member of the enrollment management leadership team charged with transforming the enrollment experience at Kansas State University.

**Core Duties and Responsibilities:**

*Management and Leadership of the Office of the Registrar*

The Registrar oversees the management of the Office of the Registrar and its areas of responsibility, including planning, organizing, and managing resources, people, and activities effectively and efficiently to achieve results. Provides leadership to set strategic and operational direction and goals for the Office, evaluates its performance, and develops plans accordingly. Responsible for hiring and retaining staff, career coaching/personal development for direct reports and accountable for the performance of employees. The Registrar serves as/overssees staff who serve as liaison(s) to colleges/schools on all Office of the Registrar responsibilities.

*Academic Records and Enrollment*

The Registrar is the official custodian of the academic records of all students enrolled at the University and is responsible for safeguarding the security and integrity of those records. The Registrar is responsible for the issuance of official transcripts and certifications and is the University officer responsible for ensuring compliance with regulations of the Family Education Rights and Privacy Act (FERPA), and other federal regulations relating to enrollment, security and awarding of degrees/certificates.

The Registrar is responsible for ensuring the University has a course enrollment system that is easy for students to use, supports the business of our academic programs, and provides information to faculty, advisors, and other strategic partners at the University about students’ class enrollment, completion, and academic achievement. The Registrar will work with the colleges, the Graduate School, and the Global, K-State Polytechnic and Olathe campuses to schedule courses.

The Registrar oversees the preparation and release of transcripts, diplomas and other academic records data for the University. The Registrar oversees and maintains effective registration and transfer policies/procedures/records and oversees the transfer course/credit evaluation process for all undergraduate students, including new admits and those who take classes elsewhere after matriculation. The Registrar manages the readmission and internal transfer (change of college within the University) policies/processes and oversees the certification of enrollment and degrees awarded via the National Student Clearinghouse for all students and certification for NCAA Division 1 athletes.

The Registrar oversees and maintains effective grading and academic censure policies/procedures/records. Working with the colleges, the Registrar also monitors completion of general education requirements for undergraduate students and recommends the awarding of undergraduate degrees to the Faculty Senate.

The Registrar enforces the University’s academic policies for all undergraduate and graduate programs and students.

The Registrar develops and implements procedures for the storage and archiving of student records, credentials, correspondence, and other supporting documents. This includes researching and implementing best practices and technologies that allow the Office of the Registrar and other University staff who serve students, to provide excellent service and operate with maximum transparency, efficiency and consistency. The Registrar maintains security and management responsibility for
access to authorized users of the student information, document imaging, online course schedule, space scheduling and schedule of classes building software systems. The Registrar oversees the Degree-Auditing Reporting System (DARS) and manages the testing, enhancements and maintenance of the Student Records module of the student information system (PeopleSoft).

Course and Class Scheduling
The Registrar is responsible for managing classroom scheduling, assigning classes and events in over 150 classrooms. This includes managing systems that collect information from the University's academic departments, programs, and colleges concerning the courses they plan to teach during the academic year.

Communications and Online Publications
The Registrar publishes, primarily in an online environment, University information to students, faculty, staff, parents, prospective students, and other outside entities about rules, regulations, and processes that the office manages or for which the office is responsible. The office produces the University's official statement of degree programs and University academic and nonacademic regulations, cooperating with academic departments, programs, and schools. The Registrar is also responsible to publish the online semester schedule of classes and the printed Commencement program. The Registrar manages the production and dissemination of the master schedule of classes, classroom assignments, the university catalog, university academic calendars, as well as related publications and training manuals, and student record data reports.

Academic Policy and Procedures
The Registrar plays a key role in the development, implementation, enforcement, and review of academic policy for the University. This includes advising executive management on programmatic and policy development and advising faculty, staff, and students on academic standards, policies, and procedures. The Registrar serves as a member or chair of a variety of committees including the Committee on Academic Policy and Procedures, which coordinates the development, implementation, and revision of procedures supporting approved academic policies that impact the academic progress and/or experience of K-State students.

Educational Requirements:
- Bachelor’s degree required, Master’s degree in student services, education, business or closely related area preferred.

Required Qualifications:
- A minimum of five years of progressively responsible experience in managing and implementing the policies and practices associated with the responsibilities of a Registrar’s Office.

- Strong working knowledge of the rules, regulations, and laws regarding student records (FERPA) and the standards of student recordkeeping practices in higher education with demonstrated personal achievement working with student records and academic policy enforcement.

- Demonstrated experience analyzing course prerequisites, certification, and/or curriculum/graduation requirements and knowledge of student registration, academic, and residency requirements.

- Demonstrated experience with transfer credit articulation, degree exceptions, and degree conferral processes.

- Demonstrated ability to examine and re-engineer business processes, operations and procedures; formulate and implement new policies, strategies and procedures; and research and analyze system solutions to administrative problems as they relate to the campus integrated student information, document imaging, classroom scheduling and other systems utilized in administrating the responsibilities of the office.

- Knowledge and experience training faculty/staff on FERPA and other related federal regulations relating to Higher Education.

- Demonstrated success as a collaborator and relationship-builder, demonstrating strong interpersonal skills and the ability to forge effective partnerships and coalitions with students, faculty and staff, university leaders, and others across a diverse university community to achieve results.

- Proven record of successful supervisory experience and demonstrated employee development and performance management skills.

- Skill in budget preparation and management.

- Strong communication and interpersonal skills with a customer-service orientation.

- Demonstrated ability to work well with diverse populations and to collaborate effectively with colleges and other campus constituents in a multifaceted, multi-campus environment.

- Proven ability to initiate, lead, and facilitate change, be adaptable with changing conditions, and comfortable with the ambiguity that accompanies a large public university.

Preferred Qualifications:

- Fluent in the use and understanding of information technology.

- Data savvy with proven ability to utilize data in the analysis of decision-making and operations.

- Demonstrated success as a member of a team implementing a university strategic enrollment management plan.
The university embraces diversity, encourages engagement and is committed to the discovery of knowledge, the education of undergraduate and graduate students, and improvement in the quality of life and standard of living of those we serve.

DIVERSITY AND INCLUSION

Kansas State University has a long, storied history of embracing diversity and inclusion as a core component of our educational mission. As the nation’s first operational land-grant, K-State has always admitted students without regard to race, gender or creed. Our commitment to meeting the needs and interests of a diverse student body and preparing all constituents for meaningful engagement in an ever changing, diverse world is unwavering. We believe that diversity adds value to the educational fabric of our institution and students are encouraged to capitalize on the learning opportunities that differences can create.

K-State is moving forward. As we continue to move forward with the revision and redeployment of the K-State 2025 Strategic Alignment Plan for Diversity, it is a great time to be a member of the Wildcat Family. In the past 5 years, Kansas State University has been recognized for its commitment to diversity and inclusive excellence. To learn more information about diversity and inclusion at K-State, please visit k-state.edu/diversity-inclusion/.

THE UNIVERSITY

Kansas State University is a comprehensive, research, land-grant institution serving over 22,000 students. The University provides some of the best global food systems and biosecurity research in the world and is progressing toward its goal of becoming a Top 50 public research university by 2025.

The university has nine academic colleges and offers more than 250 majors and options. The Graduate School offers 73 master’s degrees, 44 doctoral degrees and 43 graduate certificates in multiple disciplines. The Princeton Review recognizes the university as one of the nation’s best colleges and the association of Public and Land-grant Universities designated Kansas State University as an Innovation and Economic Prosperity University. Commonly referred to as K-State, the university is proud of its welcoming environment and considers all K-Staters family.
THE COMMUNITY
Nestled in the heart of northeast Kansas’ scenic Flint Hills, Manhattan’s 56,000 citizens enjoy a dynamic community filled with shopping, dining, entertainment and nightlife. Manhattan is affectionately known as the “Little Apple,” a nod to its East Coast namesake, but has a vibrant culture all its own. Here is just a sampling of what residents look forward to year-round:

- Shopping, dining and socializing in Aggieville, a local entertainment district with a fun, energetic vibe.
- A vibrant, revitalized downtown area with fine dining options and local boutiques.
- The Flint Hills Discovery Center, featuring exhibits about the beautiful surrounding region.
- Beautiful outdoor life at Sunset Zoo and The Gardens at Kansas State University.
- Recreation opportunities at the Konza Prairie, Tuttle Creek State Park, Linear Park Trail and more.
- Music festivals, including country music’s brightest stars at the annual Country Stampede.
- The university’s McCain Performance Series, which hosts acclaimed Broadway musicals, comedians, musicians and other entertainers.
- Exciting Big 12 athletic events (faculty and staff are eligible for discounted tickets).
- Colbert Hills Golf Course, ranked as the top public golf course in Kansas.
- Excellent K-12 education. The local high school ranks among the top 5 percent of U.S. high schools, and the district is home to several Kansas Master Teachers.

To learn more about the Manhattan community, at manhattan.org.
# K-State, Manhattan Points of Pride

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<tr>
<th><strong>TOP 10</strong></th>
<th><strong>NO. 3</strong></th>
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<th><strong>$38 MILLION</strong></th>
<th><strong>$248 MILLION</strong></th>
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<th><strong>NO. 8</strong></th>
<th><strong>NO. 12</strong></th>
<th><strong>$174.2 MILLION</strong></th>
<th><strong>NEARLY 22,000</strong></th>
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<td>happiest students (Princeton Review).</td>
<td>in students love their college (Princeton Review, 2019).</td>
<td>in philanthropic gifts and commitments (FY 2018).</td>
<td>students, who come from all 50 states and more than 100 countries.</td>
<td>best educational value in Kansas (SmartAsset, 2018).</td>
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</table>

NEARLY 22,000 students, who come from all 50 states and more than 100 countries.
PRINCIPLES OF COMMUNITY

Kansas State University is a land-grant, public research university committed to teaching and learning, research and service to the people of Kansas, the nation and the world. Our collective mission is best accomplished when every member of the university community acknowledges and practices the following principles:

• We affirm the inherent dignity and value of every person and strive to maintain an atmosphere of justice based on respect for each other.
• We affirm the value of human diversity and inclusion for community. We stand united against all forms of discrimination.
• We affirm the right of each person to freely express thoughts and opinions in a spirit of civility and decency. We believe that diversity of views enriches our learning environment, and we promote open expression within a climate of courtesy, sensitivity, and mutual respect.
• We affirm the value of honesty and integrity. We will operate with honesty in all professional endeavors and expect the same from our colleagues.
• We acknowledge that we are a part of multiple communities, and we have an obligation to be engaged in a positive way with our civic partners.
• We recognize our individual obligations to the university community and to the principles that sustain it. We will each strive to contribute to a positive spirit that affirms learning and growth for all members of the community.
RESEARCH OPPORTUNITIES

As the nation’s first operational land-grant university, Kansas State University is dedicated to research that will better our community, state and world. The university is at the forefront of several crucial research areas, including global food systems. Kansas State University takes great pride in ensuring our faculty members have the tools necessary to make the breakthroughs the world needs. We offer a variety of programs and funding opportunities to secure our researchers’ success.

In part because of the university’s biosecurity research and expertise, Manhattan was chosen as the location for the National Bio and Agro-defense Facility, which is currently under construction adjacent to campus.

$218.3 MILLION in FY 2018 research expenditures
1,700+ faculty members
275+ active patents
37 patents granted 2016-2018
FOUR USAID Feed the Future Innovation Labs
$539 MILLION FY 2018 endowment
90+ centers and institutes
SEARCH PROCESS

For full consideration applications should be received by August 30, 2019. Applications will be reviewed as they are received and should include a cover letter and curriculum vitae.

Please do not email applications. To be viewed by the firm, you must apply directly at:

https://acesrch.applicantstack.com/x/detail/a21esjybdzig

Academic Career & Executive Search is pleased to assist Kansas State University in their search for a Registrar.

Inquiries, referrals, and nominations are treated confidentially and can be sent to:

Jennifer Muller
Managing Partner and Senior Search Consultant, Academic Career and Executive Search
Tel: 860-740-2600
Email: Jennifer@ACESrch.com

Applicants must be currently authorized to work in the United States at the time of employment.

Kansas State University is an equal opportunity employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees. In connection with your application for employment, Kansas State University will procure a Background Screen on you as part of the process of considering your candidacy as an employee.