



A member of the University of Wisconsin System, UW-Stout serves approximately 9,000 in 20 graduate and 40 undergraduate programs. The university is located in Menomonie, situated in western Wisconsin, 60 minutes east of Minneapolis-St. Paul on Interstate 94. Located in the scenic Chippewa Valley Region with a population base of more than 200,000, Menomonie is a city of 16,000 surrounded by lakes, streams and woodlands.

POSITION: We are seeking a dynamic individual responsible for the overall management, supervision and coordination of the activities for the Registration and Records department. The Registrar reports to the Executive Director of Enrollment Services.

SUMMARY OF DUTIES: Management of student academic records in accordance with established standards; certification of undergraduate degrees; coordination and supervision of course offerings, room scheduling, scheduling of classes and registration for classes. The Registrar is also responsible for the interpretation and administration of FERPA; providing academic departments, advisors and faculty with enrollment information, student academic records and grade information; and the planning, implementation and administration of budget and personnel matters for the Registration and Records Office.

REQUIRED QUALIFICATIONS:

- Bachelor's degree required
- Evidence of supervision
- Minimum of 5 years of progressively responsible experience in Registration and Records
- Knowledge of and experience working with integrated student information systems applied to Registration and Records required

PREFERRED QUALIFICATIONS:

- Master's degree preferred.
- PeopleSoft experience preferred
- Knowledge of and experience working with classroom scheduling software and electronic transcripts preferred.

SALARY & BENEFITS: Salary level is competitive with an excellent benefit and retirement package. Salary range is \$69,800 - \$104,970.

SCREENING OF APPLICATIONS: Applications must be received by **4:30 p.m. (CDT) on September 15, 2010**. It is expected that the position will begin as soon as possible.

TO APPLY: Send a letter of application, resume, unofficial transcripts and names of five references (including current immediate supervisor with telephone numbers and email addresses) to:

Sherri Shope
Registrar Search Committee
Student Life Services
111 Price Commons
University of Wisconsin-Stout
Menomonie, WI 54751
slsadmin@uwstout.edu

FAX: 715/232-3687

Incomplete applications will not be reviewed.

University of Wisconsin-Stout is a 2001 Baldrige Award Recipient, supporting a progressive, learning-centered, quality-based educational environment that is focused on continuous improvement. A leader in adopting new technology, UW-Stout is a digital campus and all faculty and staff are required to use available technology in their positions including course delivery. Increasingly, courses are offered via alternative delivery methods and time frames. Faculty members are responsible for teaching, advising, research and scholarly activity, and service. As an equal employment opportunity & affirmative action employer, UW-Stout is committed to inclusive excellence and is actively seeking applications from individuals from diverse groups. In compliance with the Wisconsin Fair Employment Act, employment will be contingent upon a criminal background check.

For information about University of Wisconsin-Stout, go to: <http://www.uwstout.edu>
For vacancy announcements, go to: <http://www.uwstout.edu> and click on "Employment at Stout"
For information about our community, visit: <http://www.uwstout.edu/community.shtml>
For information about the Chippewa Valley region, visit: <http://www.chippewavalley.org>

