

Dartmouth College, a nationally recognized Ivy League research institution with a rich history in student success, academic excellence, and innovation seeks applications and nominations for the position of Registrar of the College.

## **About the College**

Founded in 1769 by The Reverend Eleazar Wheelock, Dartmouth educates the most promising students and prepares them for a lifetime of learning and responsible leadership, through a faculty dedicated to teaching and the creation of knowledge. The College is committed to providing the best undergraduate liberal arts experience and to providing outstanding graduate programs in the Geisel School of Medicine, the School of Graduate and Advanced Studies, Thayer School of Engineering, and the Tuck School of Business. Together they constitute an exceptional and rich learning environment. Dartmouth faculty and student research contributes substantially to the expansion of human understanding.

The College provides a comprehensive out-of-classroom experience, including service opportunities, engagement in the arts, and competitive athletic, recreational, and outdoor programs. Pioneering programs in computation and international education are hallmarks of the College. Dartmouth graduates are marked by an understanding of the importance of teamwork, a capacity for leadership, and their keen enjoyment of a vibrant community. Their loyalty to Dartmouth and to each other is legendary and is a sustaining quality of the College.

In celebration of its 250th anniversary, Dartmouth is developing a comprehensive [strategic master plan](#) to chart a roadmap of the College's vision for the next thirty years and beyond. Building on a legacy of thoughtful campus planning, this new master plan will provide a framework for sustainable development and preservation within the main campus including buildings, landscape, open spaces, and infrastructure; local area real estate; the Moosilauke campus; and the Second College Grant.

Dartmouth's student enrollment includes approximately 4,400 undergraduates as well as 2,100 graduate and professional school students. Proud to be fully need-blind in its undergraduate admissions programs, Dartmouth is committed to the principles of access and affordability and guarantees to meet 100 percent of students' demonstrated need throughout their undergraduate careers.

## **Position Description and Responsibilities**

Reporting to the Dean of the Faculty of Arts and Sciences and serving as a member of the Dean's senior leadership team, the Registrar serves as a strategic partner and advisor. In addition to providing direction and supervision for a creative staff of 11, the Registrar will ensure excellent service for students and faculty, and a culture of staff mentorship, support, and professional development.

The Registrar of the College maintains students' permanent academic records and provides services for Dartmouth students and faculty in the areas of academic policy, enrollment and course information. [The Office of the Registrar](#) is an office of the Faculty of Arts and Sciences and acts as its proxy by coordinating activities which include: course registration,

enrollment patterns (D-Plans), assignment of classes to classrooms, records maintenance of courses offered and grades awarded, certification of students for graduation, and maintenance, protection and release of academic records. It certifies undergraduate student enrollments, degrees awarded, and academic eligibility for various governmental, public, private and academic agencies.

Major areas of responsibility:

- Oversees the registration of students, collection of grades, and maintenance of student academic records.
- Publishes the College Catalog (Organization, Regulations, and Courses) and sets the Academic calendar.
- Interprets College regulations pertaining to faculty policies such as grading policies and graduation requirements for the benefit of students, the faculty, and the College's various constituents.
- Ensures compliance with state and federal policies and regulations and reports to various governmental, public, private and academic agencies on behalf of the undergraduate student body.
- Ensures the accuracy, confidentiality, security and integrity of student academic records.
- Oversees the assignment of classrooms for Arts and Sciences courses.
- Develops and publishes course-related information including the final examination schedule.
- Directs the certification of students for graduation.
- Administers the evaluation of transfer credits.
- Provides statistical data on enrollments, grade distributions, student averages, and related subjects to internal and external agencies including data to support Arts and Sciences faculty research.
- Ensures that actions of the Faculty of Arts and Sciences and of faculty committees regarding curricular matters are carried out and published in appropriate documents and suggests recommendations for changes in academic policy.
- Has a significant leadership role in the development and implementation of technical initiatives on behalf of the undergraduate students and faculty.
- Administers faculty course assessments and associated reports.
- Manages the faculty balloting system for elections to faculty committees.
- Oversees technical support systems maintained in the Registrar's Office such as the student degree-audit system and Dartmouth's course approval system and initiates technical projects to improve services to students, faculty and Registrar's Office effectiveness.
- Actively participates in Registrar forums such as AACRAO, NEACRAO, AAU, and the Ivy-Registrars.
- Serves on the Faculty Committee on Instruction, Committee on Withdrawals, Language Waiver Committee, the Committee of Chairs, and is a voting member of the Arts and Sciences Faculty.
- Provides oversight for undergraduate Veteran certification.

## Position Qualifications

A master's degree is required, along with ten or more years of senior-level experience within a college or university setting. The ideal candidate will demonstrate a record of accomplishment in guiding strategic planning processes, leading a high functioning team, promoting a culture of data driven decision making; this candidate will also bring significant experience in working with a large-scale integrated student administrative system, preferably Ellucian Banner.

In addition, the successful candidate will have the following professional qualifications and personal characteristics:

- Collaborative leadership experience, integrity, and a sense of vision for the strategic direction of the Office of the Registrar.
- High degree of initiative, judgment, discretion, and decision-making and an ability to analyze situations accurately and take effective action as needed.
- Proven ability to lead with direct authority and through influence.
- Highly developed collaborative, organizational and communication skills.
- Excellent judgment and critical thinking skills and the ability to manage complex and/or confidential issues involving diverse constituents and stakeholders.
- Ability to inspire trust and work collegially with staff, faculty members, school and campus officers, administrators, and students.
- Demonstrated adaptability to meet changing demands, including the ability to be flexible and available to leadership, faculty and staff on an as-needed basis.
- Proven accuracy and attention to detail in managing multiple initiatives and priorities, along with experience in simultaneously implementing projects and events across multiple timeframes.
- Experience managing teams, including hiring, developing, evaluating and retaining high-performing professional teams.
- Outstanding management and planning skills, including the ability to handle multiple projects simultaneously in a highly complex environment.
- Deep understanding of and familiarity with current trends and regulations in the registrar field and experience leading the effective use of academic records management technologies.
- Excellent writing ability, strong interpersonal skills; persuasive presentation and public speaking skills.

## How to Apply

Interested candidates should send, as two separate documents, a resume and a letter of application that relates skills, abilities, knowledge, and professional experiences to the stated qualifications for the position and notable achievements. The packet should be sent to [DCRC@wspelman.com](mailto:DCRC@wspelman.com). The email subject line should be **DCRC**.

Recruitment is underway and will continue until the position is filled. To ensure full consideration, applications should be received by **April 3, 2020**. Confidential inquiries may be made by contacting Megan Spelman at [Megan@wspelman.com](mailto:Megan@wspelman.com) or at 585-366-4329

*Dartmouth College is an equal opportunity/affirmative action employer with a strong commitment to diversity and inclusion. We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. Applications by members of all underrepresented groups are encouraged.*

*Employment in this position is contingent upon consent to and successful completion of a pre-employment background check, which may include a criminal background check, reference checks, verification of work history, and verification of any required academic credentials, licenses, and/or certifications, with results acceptable to Dartmouth College. A criminal conviction will not automatically disqualify an applicant from employment. Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.*