ST CLOUD STATE
UNIVERSITY VACANCY
POSTING

Informational Purposes Only

This posting is effective **March 16, 2026,** and expires **March 25, 206.**

Eligible employees* may indicate interest in this vacancy by submitting their interest in writing to the Human Resources office during its regular business hours on or before **March 25, 2026**

JOB NO.
0326-23

WORK AREA
Campus

CLASS & EMPLOYMENT CONDITION
MnSCU Academic Supervisor, 2
Full time, Unlimited

NORMAL HOURS OF WORK
Monday through Friday
8:00am-4:30pm

GENERAL DESCRIPTION OF JOB

The Office of Records and Registration is the primary enrollment information and academic service unit for students, faculty and administrators. The Registrar is the leader of the Office of Records and Registration and is responsible for the personnel, budget, and office operations of the Office of Records and Registration. This position is responsible for managing the systems which admit and enroll students each term, student records, the monitoring and enforcement of academic policy as well as providing data interpretation which informs and supports institutional decision-making. The Registrar is a member of or leads several internal and external committees surrounding policies and enrollment management. Additionally, the Registrar is the point of contact for several agencies including the National Student Clearinghouse for enrollment and degree verification, US Dept. of Education for enrollment data, VA for issues related to military connected student enrollment and degree verification, PELSB for Teacher licensure application issues, international agencies for enrollment and degree verification and agencies/individuals related to matters of confidentiality and release of student records. This position works directly with students to resolve admission and registration issues, graduation requirements, grading and diploma questions, matters of confidentiality of student records, as well as routine information students need to function at the university. In addition, the Registrar is a primary source of student information for the general public and the position becomes involved if there is a question of access to information.

Minimum Qualifications

- Three years of Enrollment experience (Registrar/Admissions/Financial Aid/Advising)
    - Doctorate degree may substitute for two years of experience; Master's degree may substitute for 18 months of experience; Bachelor's degree may substitute for one year of experience; Associate's degree may substitute for six months of experience
- Experience as a supervisor, team lead, or lead worker
- Extensive leadership experience in enrollment with a sophisticated understanding of student information systems, enrollment technology, and data privacy
- Change management experience including the ability to work in ambiguity
- Demonstrated Commitment to equity and inclusiveness; ability to bring diverse perspectives and experiences together
- Strong written and oral communication skills
- Demonstrated ability to remain adaptable and flexible to different situations and changes, including learning new systems and processes.
- Demonstrated ability to analyze data/research and make recommendations to promote implementation of effective practices.

Preferred Qualifications

- Bachelor's Degree or Master's Degree in higher education administration, business administration, or related field
- Experience in Records & Registration/Registrar's Office
- Experience with satisfactory academic progress