

WEST CHESTER UNIVERSITY
invites applications for the position of:

18-196 Assistant Registrar for Transfer Services (SUA 3) – Registrar's Office

SALARY: See Position Description

OPENING DATE: 03/12/18

CLOSING DATE: Continuous

POSITION SUMMARY:

Join a vibrant campus community whose excellence is reflected in its diversity and student success. West Chester University of Pennsylvania invites applicants for the Assistant Registrar for Transfer Services in the Office of the Registrar.

The Assistant Registrar for Transfer Services works under minimal direction overseeing the transfer credit procedures. This includes developing, testing, and implementing business and systematic processes to ensure timely and accurate review and posting of transfer credits. The Assistant Registrar manages evaluating transcripts and assisting students and the academic community on the transfer of credit for undergraduate students. This position reports directly to the Director for Academic Records. The Assistant Registrar for Transfer Services works closely with clerical staff providing transcript evaluations, support for transfer credit issues, and general oversight in ensuring well-organized and timely processing. This position will also evaluate military and international/3rd party transcripts. This individual is responsible for overseeing the establishment, review and publication of transfer credit equivalencies.

Other tasks will include the evaluation and posting of test Credit, maintenance of equivalencies, and overall support as needed for transfer services. Lastly, the Assistant Registrar for Transfer Services performs, as needed, registration duties (enroll/drop/withdraw), prints transcripts and enrollment verifications, verifies degrees as needed, and participates in the planning and operation of commencement.

MINIMUM QUALIFICATIONS:

Bachelor's degree and a minimum of two years professional work experience.

PREFERRED QUALIFICATIONS:

Experience with leadership within higher education, student information systems, records and registration preferred.

SPECIAL INSTRUCTIONS:

Starting salary is \$51,990. Excellent benefits package including tuition fee waiver for self and dependents. Applicants must successfully complete interview process to be considered as a finalist.

Candidates should apply online at

<http://agency.governmentjobs.com/wcupa/default.cfm> Electronic application allows for cover letter and resume attachments (required). References with contact information will be required prior to interview. Review of applications will begin immediately and continue until the position is filled.

Developing and sustaining a diverse faculty and staff advances WCU's educational mission and strategic plan, *Building on Excellence*. West Chester University is an Affirmative Action/Equal Opportunity Employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

All offers of employment are subject to and contingent upon satisfactory completion of all pre-employment criminal background checks.

For information on the University's crime statistics, which is available in a publication called "Your Safety Is Our Concern", please contact Public Safety at 610-436-3311 or by accessing the following website: <https://www.wcupa.edu/dps/documents/clery.pdf>

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.wcupa.edu>

201 Carter Drive, Suite 100
West Chester, PA 19383
610-436-3232

Position #18-196
18-196 ASSISTANT REGISTRAR FOR
TRANSFER SERVICES (SUA 3) –
REGISTRAR'S OFFICE

search@wcupa.edu