



*Invites Applications and Nominations*

## **Assistant Registrar**

***(A 9- to 12-month Temporary Appointment)***

**The University of Texas Health Science Center San Antonio** seeks an experienced professional to serve as **Assistant Registrar** for its Graduate School of Biomedical Sciences (GSBS), School of Dentistry (SOD), School of Health Professions (HP), School of Medicine (SOM) and School of Nursing (SON). ***This is a temporary appointment of 9 to 12 months.***

The Assistant Registrar reports to the Associate Registrar “Lead” in the Registrar’s Office. The Associate Registrar “Lead” reports to the University Registrar. The University Registrar’s Office reports to the Vice President for Academic, Faculty, and Student Affairs.

The functions and responsibilities of the Assistant Registrar include:

- Assisting in the planning, coordination, and direct all registrar type functions for the GSBS, SOD, HP, SOM, and SON
- Assisting in the oversight and ensuring the integrity, security, and maintenance of all application records and data
- Evaluating transcripts for admissions requirements and transfer/academic credit, and/or oversee said functions
- Assisting with new student orientation for the GSBS, SOD, HP, SOM, and SON
- Overseeing and ensuring the integrity, security, and maintenance of all student academic records for current and former students in the GSBS, SOD, HP, SOM, and SON
- Periodically assessing, modifying, and implementing best practices in the field of records and registration to provide excellent services to the GSBS, SOD, HP, SOM, and SON
- Assisting in the collaboration with the schools’ Associate Deans to resolve student disputes as they relate to records and registration
- Administering the grading process for the GSBS, SOD, HP, SOM, and SON, including verification, collection, reporting and distribution of final grades including remediation outcomes
- Identifying incoming applicants and current students in excess of the state limit for obtaining specified baccalaureate and graduate degrees
- Coordinating Census Date functions, including the withdrawal of unpaid students
- Processing and tracking changes in student statuses, including leaves of absence, withdrawals, and dismissals
- Assisting with reporting with institutional research to complete necessary state and federal reports for the GSBS, SOD, HP, SOM, and SON, as well as those reports necessary for other pertinent agencies and accrediting bodies
- Ensuring schools’ compliance with FERPA

- Assisting in the development and maintenance of the GSBS, SOD, HP, SOM, and SON academic calendars
- Assisting in the development and maintenance of the course catalog sections unique to the GSBS, SOD, HP, SOM, and SON
- Working closely with the GSBS, SOD, HP, SOM, and SON enrollment management teams
- Assisting in the monitoring of memoranda of understanding and affiliation agreements affecting the GSBS, SOD, HP, SOM, and SON students, and maintaining functions necessary to comply with these
- Overseeing the issue of all official transcripts and coordinate the processes of enrollment verification to the appropriate parties
- Supporting and managing the degree audit process to determine the student's verification for graduation
- Assisting with the GSBS, SOD, HP, SOM, and SON graduation processes, including preparing and editing the commencement program.
- Assisting in the printing of the GSBS, SOD, HP, SOM, and SON diplomas
- Assisting with the processing of all the GSBS, SOD, HP, SOM, and SON student request for name changes, addresses, etc.
- Processing Board, licensure, and credentialing documents for all UTHSCSA alumni
- Attending the GSBS, SOD, HP, SOM, and SON committee meetings
- Participating on institutional committees

### **Qualifications**

Candidates must have a Bachelor's degree in related field with seven years of experience in academic administration or a Master's degree and five years of related experience.

Preferred knowledge and skills include:

- Excellent analytical, interpersonal, oral and written communication skills
- Knowledge of student information systems and supplemental software including People Soft, ImageNow, WebNow, Weave Online, Project Nurse, WordPress
- Ability to multitask and meet deadlines with accuracy
- Proven ability to work across departments, quickly establishing rapport with academic and administrative personnel
- Proven ability to manage staff and carry out personnel matters with keen organization, fairness, and confidentiality
- Ability to seek out and identify areas with needs for improved business processes and execute new business processes successfully
- Knowledge of student recruitment and admissions processes, as well as matriculation and enrollment

### **The University of Texas Health Science Center San Antonio**

The University of Texas Health Science Center San Antonio provides health careers education, biomedical research, patient care, and community service to San Antonio and the 50,000 square-mile area of South Texas. More than 3,300 students, plus 1,090 residents and fellows, are enrolled in educational programs that involve more than 100 affiliated hospitals, clinics, and health care facilities in South Texas.

*The University of Texas Health Science Center at San Antonio is an Equal Opportunity / Affirmative Action Employer including protected veterans and persons with disabilities.*

### **Nominations and Applications**

Nominations are invited. Include the name, current position, e-mail address, and phone number of the individual being nominated.

Application materials should include a cover letter addressing how the candidate's experience matches the position requirements, a resume, and contact information for at least four references.

Submit nominations and application materials to:

**UTHSCSA-AsstRegistrar@myersmcrae.com**

Review of applications begins immediately. Position is open until filled.

**Kenny Daugherty of Myers McRae Executive Search and Consulting** is assisting the University of Texas Health Science Center San Antonio with this search.

