



*Inviting Letters of Application  
and Nominations for*

# College Registrar



**W**hittier College is a four-year, independent, residential liberal arts college located in Southern California. Whittier seeks an experienced administrator who has expertise in student information and database systems and a cooperative work style to become the College Registrar.

Under the direction of the Vice President for Academic Affairs and Dean of Faculty, the College Registrar provides leadership and administrative oversight for the institution's database management and strategic operational supervision of student records and registration, documents, and

systems support. The Registrar also is responsible for commencement and degree audit protocol.

Additionally, this administrative leader implements and maintains new applications of technology and upgrading/enhancement of existing systems while providing quality assurance and integrity of data. The Registrar works closely and collaboratively with other administrators and departments to ensure compliance to existing policies and procedures.

## Requirements for Candidates

Applicant must have at least a master's

degree in Business Administration, Management Systems or Information Technology, or a related field, and a minimum of five years of relevant experience. Must be an effective leader and manager with the ability to enlist the cooperation of individuals at all levels within the College.

Technological sophistication is essential. Proficiency in Microsoft Access is required. Candidates also must have expertise in student information systems and databases, including:

- Banner
- DegreeWorks Audit System
- Microsoft Office



### Essential Functions of the College Registrar

- Demonstrates leadership while successfully managing the operation of the Office of the Registrar
- Supports administrative software packages; creates, supervises, and performs end-user training in the use of these administrative software packages
- Work closely with the Director of Information Technology to ensure the technological infrastructure will support the effective and efficient delivery of student information
- In conjunction with IT, safeguards academic information, focusing on data integrity, security, information flow, maintenance, developments, and enhancements
- Reviews business processes and provides end-user assistance and programming to create a more efficient system
- Administers systems associated with Banner, including Luminus and Web For products (my.whittier.edu)
- Administers the integration of data between Banner and non-Banner products, such as DegreeWorks
- Responsible for post-implementation and regular maintenance of



DegreeWorks; oversees script updates (using Scribe for new degree requirements, and changes to existing degree requirements)

- Develops user-oriented documentation manuals and other types of materials used for information distribution, training, operational, or procedural purposes
- Maintains currency in new developments and technology, and recommends and implements as appropriate
- Manages the design concept of the Registrar Web Site, making updates, as necessary
- Represents the College as appropriate in its relationships within the community, government agencies, professional societies, and similar groups

- Resolves Student Information Systems and student affairs issues
- Recruits, trains, supervises, and evaluates personnel in the Office of the Registrar and serves as the budget control officer for the department
- Provides professional guidance and leadership related to “student rights to privacy” (FERPA), retention of records, security and management of student records, and information management
- Supervises the storage and purging of paper files
- Counsels students regarding academic records, registration, grades, enrollment eligibility, academic probation, and graduation
- Oversees the processing of class rosters and grades
- Oversees the publication of the bi-annual electronic *College Catalog*
- Prepares and recommends the annual academic calendar (two years in advance) for approval by the Dean of Faculty
- Works with office staff, Deans, Department Chairs, Advisors, and Mentors, in the preparation of the Class Schedule and Registration Guide for distribution to faculty, staff, and students





- Generates reports that provides enrollment, retention, and other information to administration, faculty, advising, and governmental agencies
- Works closely with the Director of Institutional Research, the Associate Dean of the Faculty, Enrollment Management, and others on campus to provide data for Institutional Research
- Provides state, federal, and accreditation reports (Census, HEDS, IPEDS, WASC, US News, Princeton Review, etc.)
- Identifies candidates for honors, including dean's list, graduation, Distinction in the Major, and other academic honors
- Identifies students who have not met academic progress standards
- Monitors student Honors/Probation and submits to the Academic Standards Committee, Deans, and Faculty Advisors/Mentors
- Ensures production of the commencement program
- Supervises the updating of records/files, including the final posting of degrees, majors, certificates, honors, etc.
- Directs the Academic Resource room allocation (classroom scheduling)
- Conducts all aspects of Academic Registration, including, but not limited to, registration appointment times, holds, and waitlists
- Represents the College at professional meetings involving Registrar/Student Information System administration and on appropriate committees, such as Educational Planning, Academic Review, Academic Standards, Enrollment and Student Affairs, Graduation, etc.
- Represents the Office of the Registrar with various organizations, including AACRAO and PACRAO
- Maintains Banner validation tables related to Student, CAPP, Web for Student, etc.
- Submits NSLC (National Student Loan Clearinghouse) report
- Reviews and approves/disallows petitions pertaining to registration issues
- Submits technical issue work orders for Elucian/Banner-related issues
- Coordinates and presents Registration Orientations for new Students, Spring Transfer Students, and Fall Freshmen/Transfer students
- Assist in IPED reporting and entering data

### About Whittier College

Whittier College is distinguished by its small size, pioneering faculty, and nationally recognized curriculum. Facilities rival those at large public institutions, but are in an intimate setting where students and professors unite in an ongoing pursuit of knowledge.

Founded by members of the Religious Society of Friends in 1887, the College is named in honor of Quaker poet and abolitionist John Greenleaf Whittier. Though it continues to honor its Quaker heritage, the College has been a secular institution since the 1940s.

The College is situated on 74 hillside acres just outside of Los Angeles. The campus houses 29 academic and administrative facilities, seven residence halls, a chapel, two auditoriums, an outdoor amphitheatre, an art gallery, a Cultural Center, and three Faculty Masters Houses.

Recent additions to the campus include the state-of-the-art Ruth B. Shannon Center for the Performing Arts, with its main stage and studio theatres, classroom and office space, scene and costume shops, and dressing rooms, and The Rose Hills Foundation Center for Information and Technology Resources, which includes the Bonnie Bell Wardman Library. The Campus Center has dining facilities, a nightclub and café, meeting space, offices, the student media center, and another small amphitheatre.

Whittier College offers students a choice of 31 majors in 23 disciplines, or the option of a self-designed major through the Whittier Scholars Program—all of which lead to a bachelor of arts degree. Approximately 85 percent of Whittier's undergraduates participate in the Liberal Education Program, which stresses the interconnectedness of fields of knowledge through paired and team-taught courses.



## National Search for College Registrar

Of the College's more than 1,700 undergraduates, approximately 64 percent are American minorities, and 4 percent are international students. Nearly 42 percent of Whittier's student body is Hispanic—one of the highest percentages among the 95 independent colleges in California.

Whittier College offers graduate degrees in two fields – education and law. Graduate courses lead to the Master of Arts degree in Education or a teaching credential.

The affiliated Whittier Law School is located in Costa Mesa. It offers programs leading to either the juris doctorate or a master's in law (LL.M.) degree. The law school has its own Registrar.

Of the College's 113 full-time professors, 109 hold terminal degrees in their fields. The student-faculty ratio is 13 to 1. The quality of Whittier College faculty members has been recognized by the National Association of Academic Advisors and the Council for the Advancement and Support of Education. Honors earned by individual professors include Grammy Awards, Pushcart Prize in Poetry, Fulbright Awards, and grants from the National Science Foundation and National Endowment for the Humanities.

Whittier College fields teams in 22 intercollegiate sports. Women's teams compete in basketball, cross country, golf, lacrosse, soccer, softball, swimming and diving, tennis, outdoor track and field, volleyball, and water polo. The men's teams include baseball, basketball, cross country, football, golf, lacrosse, soccer, swimming and diving, tennis, outdoor track and field, and water polo. Whittier competes in the Southern California Intercollegiate Athletic Conference (SCIAC).

Athletic facilities include four playing fields, track, aquatics center, fitness center, and tennis and racquetball



courts. Newman Memorial Stadium has a seating capacity of 7,000, and

the Donald Graham Athletics Center includes the 2,000-seat Dave Jacobs Court.

### About Whittier, California

Located 12 miles southeast of Los Angeles, the city of Whittier has a strong sense of history and vision for the future. Serving a population of nearly 90,000, the city has planned patterns of growth and development that have enhanced the quality of life of the community.

Whittier is dedicated to preserving its natural hills and is proud to have over 20 percent of its 14.8 square miles available to residents as permanent open space. Recreational opportunities abound as a result of the City's vision in this area.

*Whittier College is an Affirmative Action, Equal Opportunity Employer and does not discriminate against employees or applicants because of race, religion creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation, or any other characteristic protected by State or Federal Law.*

### Nomination and Application Process

**Nominations** are invited. Letters of nomination should include full contact information of the person being nominated, specifically the person's name, institution, email, and phone number.

**Applications** should include a cover letter, current resume, and five references. References will not be contacted without prior notification.

Nominations and applications must be submitted to:

**Whittier@myersmcrac.com**

Application review is underway.

For best consideration, submit application materials by **April 13, 2015**.

Myers McRae Executive Search and Consulting is assisting Whittier College with this search. For questions or confidential inquiries, contact the Myers McRae Consultant:

**Kenny Daugherty**

Executive Vice President and COO



**MYERSMCRAC**  
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