

Associate Registrar Old Dominion University

The Associate Registrar serves as a member of the leadership team in the Office of the University Registrar, and will work collaboratively with campus leadership to ensure delivery of existing services and development of new functionality and services in Banner and third party systems. This position will provide functional and technical expertise supporting Banner, DegreeWorks and other student related software products held within the University's portfolio.

Responsibilities include:

- Supervise and collaborate with graduation and records staff, including degree evaluation and related interpretation of curricula into the degree evaluation system, DegreeWorks.
- Supervise and collaborate with technical staff responsible for creation, maintenance and development of reports, queries, and databases for internal use as well as the academic units and other offices of the University.
- Work with the University community for the continuing implementation and optimization of systems supporting student registration and records.
- Serve as NCAA certifying official.

Minimum Qualifications: Master's degree is required, preferably in information technology or computer science and several years' progressively responsible experience in a registrar's office. Demonstrated experience in management and supervision of personnel in large, diverse office.

Skills, Knowledge and Expertise:

- Excellent writing, analytical, and interpersonal skills are required.
- Experience with a contemporary student information system is required, experience with Banner and DegreeWorks is preferred.
- Experience using reporting tools such as Microsoft Access or Excel is required; experience with Cognos and/or writing database queries using SQL is preferred.
- Ability to interpret academic and administrative policies and to collaborate with academic department and cross-functional teams is essential.
- Ability to recognize, recommend and implement new technologies or processes to enhance services the Registrar's Office provides to the larger University community.
- Ability to demonstrate and train staff in new technologies.
- Strong analytical problem-solving skills and commitment to customer service.
- Positive attitude, proven ability to work successfully with diverse populations and demonstrated commitment to promote and enhance diversity and inclusion.

Submit letter of application addressing position requirements, resume, contact information for 3 references to Mary Swartz, University Registrar, 116 Alfred B. Rollins, Jr. Hall, Norfolk, VA 23529 or email mcrepeau@odu.edu. Review of applications will begin February 1, 2012 and continue until the position is filled.

Old Dominion University is an equal opportunity, affirmative action institution and requires compliance with the Immigration Reform and Control Act of 1986.