



Registrar

Meredith College—a private institution in Raleigh, North Carolina, that is consistently ranked as a top college by *U.S. News*, *Forbes*, and *The Princeton Review*—seeks a collaborative, forward-thinking, and student-focused professional to serve as its next **Registrar**.

The Institution: A private women's college grounded in the liberal arts and committed to professional preparation, Meredith serves approximately 2,000 students through nearly 40 undergraduate programs as well as ten graduate and certificate programs that are open to both women and men. The College has earned an excellent reputation and enjoys high satisfaction rates among current students and graduates thanks to a student-centered mission that embraces the values of integrity, intellectual freedom, academic excellence, responsible global citizenship, personal development, diversity, and programmatic relevance. Each student participates in an innovative personal coaching and advising model unique to Meredith College known as StrongPoints®, which is designed to help students make the most of their education as well as prepare them for a successful career and satisfying life after college. The College also offers the Undergraduate Research Program, which supports student/faculty partnerships in pursuit of research and creative activity in all fields. Additionally, students have the opportunity to engage in community-based learning and study abroad programs. Outside of the classroom, Meredith fields eight Division III athletic teams and is home to more than 100 student clubs and organizations. All of these programs have helped to establish a strong sense of community that endures well after graduation in the form of an alumni network that is 22,000 strong. The commitment of alumni and friends of Meredith is particularly evident in the success of the largest fundraising effort in the College's history, Beyond Strong: The Campaign for Meredith, which concluded in December of 2018 and raised more than \$90 million, surpassing a \$75 million goal. In addition to this fundraising success, sound business practices and outstanding leadership from President Jo Allen have ensured that Meredith College continues to operate from a position of financial health and strength. For more information about the College, please visit <https://www.meredith.edu/>.

The Position: Reporting to the Senior Vice President and Provost, the Registrar is responsible for assuring the academic integrity of student records and also helps to shape College policy as it relates to student records and registration. More specifically, the Registrar is responsible for course scheduling, initiating the academic calendar, preparing and publishing the undergraduate and graduate catalogues, course registration and transcription, allowing access to student records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), advising faculty and staff on curriculum matters, certifying the completion of degree requirements for graduation, and reviewing and certifying the eligibility of student athletes. The Registrar supports the academic program of the College by gathering, maintaining, and distributing a variety of student and curricular information. The Registrar also coordinates cross registration through the Cooperating Raleigh Colleges consortium, which promotes collaboration among institutions in the region and allows students to take classes at other Raleigh colleges. The position serves as an ex officio member of the Academic Council, Enrollment Leadership Group, General Education Committee, Information Systems Advisory Committee, and other committees as assigned. The Registrar also works with the Calendar Committee to recommend an academic calendar to the Academic Council and the Provost.

Qualifications: The successful candidate will be a collaborative and solution-oriented professional with high integrity. S/he will possess excellent communication skills, strong attention to detail, and the ability to interpret, analyze, and present quantitative data effectively. A bachelor's degree or higher is required. Prior experience working in a registrar's office is also required. Leadership experience is a plus.

Location: Meredith College is situated on a beautiful and historic 225-acre campus in Raleigh, the capital city of North Carolina. Raleigh is part of the Research Triangle Park area of North Carolina, the country's premier research and development hub, and the city is itself a cultural and economic center as well as one of the fastest growing communities in the U.S. Home to a population just under 500,000, Raleigh is consistently rated as having a high quality of life and as a family-friendly city. The city is home to important nonprofit organizations, major colleges and universities, and a host of commercial entities and business enterprises, providing myriad opportunities for two-career families. Other points of interest include world-class and family-oriented museums, such as the North Carolina Museum of Natural Sciences and Marbles Kids Museum, as well as numerous outdoor recreational and natural areas, including Willam B. Umstead State Park and the J.C. Raulston Arboretum. In addition to its cultural, educational, and historic sites, the city boasts a flourishing culinary arts scene and a number of unique performance venues. The array of housing options for residents is diverse, from urban and suburban neighborhoods to rural settings.

Application: Candidates may visit the following link to read more about the position and apply:

<https://meredithcollege.hiretouch.com/job-details?jobID=53911&job=registrar>

If you have questions or would like to nominate a colleague, please contact **Dr. Sarah N. Roth**, Dean, Arts & Humanities and Chair of the Search Committee, at snroth@meredith.edu. The review of candidates will begin on May 8, 2019, and first round interviews will commence thereafter. **Candidate confidentiality is a priority.**

Meredith is committed to enhancing diversity and equality in education and employment.



www.rpainc.org