



## Savannah State University Position Description – Executive Director Enrollment Services/Registrar

### ***POSITION DESCRIPTION***

Position Title: Executive Director of Enrollment Services/University Registrar FLSA Status: Exempt

Reports to: Vice President for Student Affairs

Division: Enrollment Services

Date Prepared: September, 2009

### ***BASIC FUNCTION***

The Executive Director of Enrollment Services/University Registrar supervises the Assistant Directors and manages overall operations of the combined functions of Admissions, Recruitment and Registrar. Responsibilities include accountability for all regulatory, compliance, and policy considerations stemming from the operations of the Admissions and Registrar's offices. Reporting to the Vice President for Student Affairs this position serves on committees, prepares reports, manages budgets and performs other related duties.

### ***NATURE & SCOPE***

In fulfilling the responsibilities of this office, the Executive Director of Enrollment Services/Registrar shall be responsible for the overall management of the combined functions of the offices of Admissions, Recruitment and Registrar.

### ***PRINCIPLE ACCOUNTABILITES***

- Responsible for the overall management and operation of the combined functions of Admissions, Recruitment and Registrar.
- Supervises and evaluates three Assistant Directors in the Areas of Recruitment, Admission Operations and Registration.
- Provides supervision and evaluates the Systems Analysts for technical operations and training.
- Exercise general supervision over the work and conduct of staff of the Registrar's Office.
- Single point of accountability for all regulatory, compliance, and policy consideration stemming from the operations of Admissions and Registrar's offices.
- Serves as office lead on major university and University System committees.
- Budget manager for combined budget of the offices of Admissions and Registrar.
- Provides enrollment-related information to the University community and external entities.
- Supports and empowers staff to achieve established goals; inspires teamwork.

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

Organizational skills to promote collaboration and teamwork within the offices of Admissions, Recruitment and Registrar. Must have Proven ability to manage and lead staff to inspire the achievement of established goals.

### ***EDUCATION AND EXPERIENCE REQUIRED***

Master's degree in related Higher Education or Business Management area is required. At least five years of progressively responsible experience in an Enrollment Management, Admissions, or Registrar's office. Experience supervising professional and support staff and working with an integrated student information system. Excellent interpersonal, communication, organizational skills, and public speaking experience are essential. Must have proven ability to manage and lead staff to inspire teamwork and achieve established goals.