



**THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL**

Assistant Provost and University Registrar

University of North Carolina at Chapel Hill

The University of North Carolina at Chapel Hill invites applications and nominations for the position of Assistant Provost and University Registrar. The successful candidate will enjoy the opportunity to nurture strong campus relations in a thriving tradition of academic management while continuing to build a contemporary University Registrar's office. The Registrar reports to the Office of the Provost and serves as a member of the senior leadership team of the University.

In this role, the University Registrar participates in establishing policy for the University and serves as the steward of the institutional traditions and academic policies that support the needs of the faculty and students. The specific responsibilities of the Office of the University Registrar include planning and conducting registration of students, assigning classroom space, publishing classroom schedules, preparing examination schedules, issuing transcripts of academic records, determining academic eligibility, certifying enrollment, certifying veterans and dependents for VA benefits, certifying athletes for NCAA competitions, maintaining the approved course inventory, preparing statistical reports, maintaining the Student Academic Information Datamart, administering procedures for determining North Carolina residence status for tuition classification, and supervising the Student Information System Coordinator. The University of North Carolina at Chapel Hill is in the process of implementing a new student information system and the University Registrar will play an important role in the transition from the existing to the new PeopleSoft system.

The successful candidate will be an experienced leader and manager with exceptional communication skills with many constituencies, display unquestioned integrity, be a good listener and problem solver, function as both a team builder and collaborative participant in campus discussions, and demonstrate a high level of skills and experiences in the use of technology. Proven experience in successfully directing a large operation within a complex and de-centralized organization is essential. A master's degree in a related field is required and doctoral degree is preferred. The successful candidate must possess at least five years of relevant university experience in progressively responsible positions in academic support services.

Now in its third century, the University of North Carolina at Chapel Hill offers bachelor's, master's, doctoral, and professional degrees in disciplines that range from the traditional liberal arts to business, dentistry, education, law, medicine, nursing, public health, and social work, among others. Offerings include 71 bachelor's, 107 master's, 74 doctorate, and four professional degree programs. The health sciences are well integrated with the liberal arts, basic sciences and high-tech programs.

Salary will be commensurate with experience and qualifications. To ensure full consideration, applications and nominations should be sent to:

Elizabeth Neumann

Brill Neumann Associates

UNCREGISTRAR@brillneumann.com

The University of North Carolina at Chapel Hill is an equal opportunity employer. Minorities and women are encouraged to apply.