

Penn State Harrisburg Campus Registrar

Penn State Harrisburg is accepting applications for the position of Campus Registrar. Duties include developing and managing immediate and long-range goals and administrative policies and procedures related to student records and registration. Educate internal and external customers regarding University policies and procedures, administering and enforcing as required. Plan, request and administer budget. Manage student records; ensure confidentiality and FERPA compliance. Supervise grade reporting. Oversee campus schedule of courses; create courses and trouble shoot conflicts. Maintain a working knowledge of Penn State Harrisburg's curriculum and academic programs to ensure appropriate course offerings. Oversee assignment of classroom space to schedule courses. Coordinate the entrance to major process and the degree audit substitution process, and approve requests for the college for re-enrollments, re-instatements and change of majors. Certify student eligibility for graduation and direct the preparation of the commencement list. Resolve problems. Supervise assigned support staff.

Requires a bachelor's degree or higher plus 12+ years of related experience or an equivalent combination of education and experience. A master's degree or higher is preferred. Electronically submit a cover letter, salary requirements and resume at www.psu.jobs or mail to

The Pennsylvania State University,
Recruitment and Compensation Division,
Job # B - 35519, 520
James M. Elliott Bldg.,
University Park, PA 16802

or fax to 814-865-3750.

Applications must be received by February 8, 2012. Penn State is committed to affirmative action, equal opportunity and the diversity of its workforce.