About Minerva University:
Minerva University, headquartered in San Francisco, California, offers a unique undergraduate experience for the brightest, most motivated students in the world. Minerva is an accredited non-profit institution and its curriculum and experiential learning has been deliberately designed to teach the capabilities needed to solve complex challenges. All Minerva classes are small engaging active learning seminars. The virtual synchronous technology platform enables faculty to teach and students to take their courses from anywhere in the world. Combining a reinvented curriculum, rigorous academic standards, cutting-edge technology, and an immersive global experience, Minerva provides an exceptional and accessible education to prepare future leaders and innovators across many disciplines. Minerva undergraduate students come from all over the world to spend their first year in residence in San Francisco, and then live and study in a different major world city every semester thereafter: Seoul, Hyderabad, Berlin, Buenos Aires, London, and Taipei. These rich international experiences provide students with deep global understanding and skills. A mission-driven organization, Minerva was established to nurture critical wisdom for the sake of the world.

About University Registrar:
The University Registrar plays a critical role in the University and Academic operations by effectively managing all student academic records with accuracy, integrity and proper privacy protections. The Registrar also ensures that the approved curriculum is followed and creates course schedules, handles all areas of student course registration, recording and reporting of grades, transcript and diploma fulfillment processes, compliance with privacy laws and regulations. The Registrar also ensures the equitable and consistent administration of policies and procedures as they relate to registration and academic record keeping. This position reports to Provost, Chief Academic Officer.
Essential Functions and Responsibilities:

- The Registrar ensures the integrity, accuracy, and security of all academic records of new, current and former students, and facilitates effective student registration processes.
  - Keeps abreast of operational and reporting trends, regulations, and technology solutions for improving the efficiency and effectiveness of the Registrar’s office;
  - Oversees the collection, verification and communication of course registration records, student grades, and policy exception processes;
  - Working with Director of Academic Advising, ensures academic policies and exception pathways are executed, maintained and followed;
  - Troubleshoots issues for faculty, staff and students with the Student Information System and associated platforms;
  - Works with Provost and College Heads to review student petitions and award non-semester credits (transfer credit, credit for prior experiential learning and summer research);
  - Manages transcript production, fulfillment, and verification processes and is the liaison with the National Clearinghouse;
  - Performs degree and graduation audits, transcript verifications and accurate degree information for diploma production.
  - Upon request, provides accurate information to other teams regarding students’ major, status, etc.

- Responsible for course scheduling and course registration, working in concert and communicating in a timely manner with College Heads, Associate Dean of Faculty and Provost to determine course offerings, course section numbers and optimum times.
In collaboration with the Director of Academic Advising, manage internal, student-facing publications (e.g., the academic calendar, student-facing degree and course information, course catalog, academic information in Student Handbooks and links on myMinerva).

Work with the IT/engineering team regarding processes and improvements for all student records systems.

Ensure compliance with accreditation and regulatory guidelines related to student records and privacy.

Qualifications, Knowledge, Skills and Abilities:

- A bachelor’s degree is required, a master’s degree preferred;
- Minimum of 3-5 years of managerial experience as a registrar or closely related professional at a US higher education institution;
- Excellent communication (written and oral), interpersonal, collaborative, and supervisory skills;
- Desire to work with a globally diverse student body;
- Attuned to detail and insistent on accurate information and data, both verbal and written;
- Experience with student information systems; development of reports, plans and regulations related to student records;
- Comfort using and learning new technology; tech-savvy and eager to adopt new tools and productivity processes;
- Demonstrated experience to manage complex operations and systems with excellent project management skills.
- Ability to work independently while also being a strong collaborator and contributor as well as a clear and efficient communicator within and across teams.

Workload is full time, exempt; Evenings and weekends may be required during peak times.
Salary is commensurate with education and experience, with an estimated range between $70-100K. Benefits package includes medical and dental. Headquarters for Minerva University is in San Francisco, California with students and staff/faculty located around the world. May work remotely outside of SF Bay Area, but must be available for meetings compatible with world time zones and willing to travel for retreats and team meetings a few times/year.

Candidates should submit the following:

- A cover letter explaining: 1) Why you believe you would be a good fit for this position.  
- 2) The names of, and contact information for, three references who can attest to the quality of your work and your ability to work within a dynamic and evolving environment.  
- A curriculum vitae

Must apply using the interfolio link: [http://apply.interfolio.com/107895](http://apply.interfolio.com/107895)

Review of applications will begin immediately and continue until the position is filled.

Minerva Schools shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin.

Postings:

AACRAO jobs: 9070, posted June 4, 2022