ASSOCIATE REGISTRAR/ANALYST (FULL-TIME)
REGISTRAR’S OFFICE
HIRING RANGE: $47,741 TO $50,549

FUNCTION:
Reporting to the Registrar, provides leadership for customer service within the Registrar’s Office and assumes the responsibilities of the Registrar in the absence of the Registrar. Analyzes and provides administration with data to support strategic decision making regarding classroom usage and forecast future needs; serves as liaison with faculty; prepares and maintains Schedule of Courses and room assignments to ensure accurate scheduling; and internal and external vendors. Reporting to the CIO, assists with the implementation, customization, configuration, maintenance and administration of Colleague by Ellucian self-service modules.

RESPONSIBILITIES AND RELATED DUTIES:
1. Manage classroom usage and Schedule of Courses and instructional facilities use for the academic terms of the university.
   a. Manage course offerings from time of course approval to placement on the Schedule of Courses, ensuring the integrity of the database.
   b. Ensure collection of departmental course schedules and evaluate course times and sizes based on classroom availability.
   c. Collaborate with Academic Affairs, and the Director of Instructional Resources to manage the quality of classroom spaces, furnishings, and technology that supports instruction.
   d. Prepare and maintain Schedule of Courses for web.
2. System Administrator for Infosilem Scheduling Software
   a. Provide technical support to entire campus community.
   b. Manage user accounts and access to both Enterprise and the Infosilem Portal.
   c. Oversee version and release upgrades including testing and implementation.
   d. Provide software training to campus community.
   e. Serve as liaison between Whitworth and Infosilem relaying any functional change requests.
   f. Manage data imports from Datatel to Infosilem ensuring data accuracy.
   g. Approve campus requests for classroom use outside of self-service availability.
3. Analyze classroom usage patterns, provide data that supports strategic decision making on the utilization of instructional facilities.
   a. Monitor course enrollment to ensure that classroom scheduling conforms to strategic priorities.
   b. Serve as the faculty liaison between faculty and department chairs on matters related to course and classroom space.
   c. Plan for the most efficient use of classroom resources and manage scheduling and other conflicts concerned with the allocation of classroom resources.
   d. Analyze institutional needs for classroom space to support building projects and strategic decision making.
   e. Serve as a representative of the Registrar’s office to Facilities Planning Committee
4. Colleague reporting
   a. Shares 25% responsibility with the Assistant Registrar for providing Colleague reports for the campus community.
5. In collaboration with and under the direction of the Information Systems department (Colleague Analysts and the university CIO) assist with implementation customization, configuration, maintenance and administration of Colleague by Ellucian Self-Service Modules.
6. Cross train with Assistant Registrar in order to provide continuity of service in his/her absence.
7. Assist the Registrar with budget planning.
8. Identify staff development needs, plan and implement development opportunities for staff.
9. Attending PACRAO, NWDUG, PROW, Ellucian Live, Scheduling Matters (Infosilem), NAACO as requested.
10. Other duties as assigned by the Registrar.

**QUALIFICATIONS, SKILLS AND ABILITIES:**
- Bachelor’s degree required Master’s preferred and two years of related work experience.
- Working knowledge of and experience in development with Microsoft Visual Studio, Object-oriented programming and C#, web technologies including HTML5, CSS3 and JavaScript (including the Knockout library), and ASP.NET.
- Knowledge of and experience in working with and developing APIs and workflows.
- Experience with Ellucian Colleague Studio recommended, but not required.
- Demonstrated effective oral and written communication, interpersonal, and organization skills.
- Knowledge of and experience working with computers including database management and analysis of the data that supports strategic decision making and reporting.
- Experience/proficiency with computers including database management and analysis of the data that supports strategic decision making and reporting.
- Demonstrated effective oral and written communication skills; interpersonal and organization skills; and analytical, critical thinking, planning and problem solving skills.
- Ability to multi-task in a fast-paced work environment.
- Ability to attend to a variety of tasks with minimal supervision.
- Successful experience in a highly confidential, service-oriented work environment.
- Ability to work with confidential information.
- Strong interpersonal skills including the ability to work successfully with others in a collaborative office environment and effectively as a member of a team, as well as, collaborate with the Information Technology department and other teams on campus on work related issues.
- Ability to establish and maintain positive working relationships with faculty, staff, and students.
- Ability to respond to the public, faculty, students, and staff in a professional manner.
- A personal commitment to the Christian faith.
- Demonstrated awareness and commitment to effectively establishing relationships and positive communications across multiple dimensions of diversity including, but not limited to race, gender, physical limitations, class or religious perspectives.
- An active commitment to equal opportunity for all persons.
- A commitment to the educational mission of Whitworth University as a Christian liberal arts university affiliated with the Presbyterian church.
- Criminal background and credit check (required).

**APPLICATION PROCESS:**
The following documents are required in PDF format, in addition to completing the online application form:
1) A letter of interest that relates your education and experience to the qualifications of the position and includes a note confirming your interest in this position at our posted hiring range.
2) Résumé
3) The names, addresses, telephone numbers and email addresses of three academic/professional references.
4) A one-page document describing your personal commitment to the Christian faith.

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.