

Position Announcement

California Institute of Technology Registrar

The California Institute of Technology (Caltech) is a private, doctorate-granting university located on 124 acres in Pasadena, California, approximately 11 miles northeast of Los Angeles. With a student body comprised of approximately 1,000 undergraduates and 1,250 graduate students, Caltech is a world-renowned science and engineering Institute, founded in 1891, that marshals some of the world's brightest minds and most innovative tools to address fundamental scientific questions and pressing societal challenges. With 25 majors, 10 minors, and an Interdisciplinary Studies program, Caltech's extraordinary faculty and students are expanding our understanding of the universe and inventing the technologies of the future, with research interests from quantum science and engineering to bioinformatics and the nature of life itself, from human behavior and economics to energy and sustainability. Caltech maintains approximately 300 professorial faculty, produces more than 600 research scholars, sustains a 3:1 student-faculty ratio, and is ranked #12 in the 2017 *US News & World Report* in National Universities. In addition to its undergraduate studies, Caltech offers top graduate programs in engineering, biology, chemistry, computer science, earth sciences, mathematics, and physics.

Reporting to the Vice President for Student Affairs and managing a staff of four, the Registrar oversees a broad portfolio of responsibilities that support an institutional focus on student success and excellence in teaching, learning and research. The Registrar manages all functions within the Office of the Registrar, including registration, course and classroom scheduling, records, degree audit, graduation, student information systems, athletic eligibility, and veterans' benefits. As the steward of student records and a key partner in the delivery of educational programs, the Registrar creates, safeguards, and preserves academic records; ensures adherence to policy and regulatory requirements; provides guidance in curriculum and program development; collects and analyzes critical data; and promotes data-informed strategic planning, decision making, and technology-based solutions. The Registrar provides proactive and responsive service to constituents and works collaboratively with divisions, options, faculty, and Information Management Services and Systems, as well as colleagues in numerous administrative units across the Institute.

A master's degree is preferred, with several years of progressively responsible experience in a comprehensive registrar's office or a closely related academic services area. Additional requirements include strong leadership, personnel management, and budgetary skills, significant experience with enterprise and student information systems, and the ability to improve service delivery through technology. The University Registrar must possess an ability to evaluate and assess policies and systems, facilitate change processes, lead with integrity, and hold a vision for strengthening service through the integration of best practices in the field. Familiarity with undergraduate and graduate degree programs in research; evidence of highly developed analytical, technical, and communication abilities; and sophisticated project/process management skills will also be important considerations in the selection of the new Registrar. Demonstrated success in providing collaborative leadership and in fostering a service organization are strongly recommended.

Review of applications will begin Friday, August 25, 2017, and will continue until the position is filled. A resume with an accompanying cover letter may be submitted via the Spelman Johnson website at www.spelmanandjohnson.com/open-positions. Nominations for this position may be emailed to J. Scott Derrick at jsd@spelmanjohnson.com. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

Spelman Johnson
California Institute of Technology
J. Scott Derrick, Search Associate

Visit the Caltech website at <http://www.caltech.edu/>

Caltech is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin, disability status, protected veteran status, or any other characteristic protected by law.