

UNIVERSITY REGISTRAR

Michigan State University invites nominations and applications for the position of University Registrar, reporting directly to the Assistant Provost for Enrollment Services and Academic Strategic Planning. This is a hybrid position working both remotely and on campus.

The Office of the Registrar

As the nation's pioneer land-grant university and a member of the Association of American Universities, Michigan State University (MSU) is a research-intensive institution comprising 17 degree-granting colleges. With a student population of more than 52,000, including over 10,800 graduate and professional students from all 50 states and more than 130 countries, the university community is both multi-ethnic and multinational. The campus is in East Lansing, a vibrant university town of 50,000 people adjacent to Lansing, the state capital. MSU is also home to the Eli and Edythe Broad Art Museum, Wharton Center for Performing Arts, and a host of other attractions and activities.

The Position

The University Registrar is a critical leader responsible for student record-related services, emphasizing academic integrity, compliance, and innovation. This role positions the Office of the Registrar as a first-in-class model for modernizing registrar tools and business practices, ensuring MSU is a national leader in academic operations.



OFFICE OF THE PROVOST

Michigan State University
Hannah Administration Building
426 Auditorium Road, Room 430
East Lansing, Michigan 48824

Phone: 517-355-6550
Fax: 517-355-9601
provost.msu.edu

The Registrar is expected to be a thought leader with a demonstrated history of fostering a people-centered culture that embraces change, values efficiency, and prioritizes employee engagement. The successful candidate will articulate a forward-thinking vision that enhances academic support services, optimizes technology use, and aligns with institutional goals while maintaining cost efficiency.

In addition to traditional registrar responsibilities, the Registrar is responsible for actively managing and executing the office's strategic plan, including achieving intentional goals related to inclusiveness. The Registrar ensures the integrity of academic records, develops systems to track the institution's academic history, and collaborates with university leadership to advance MSU's academic mission. This role also involves advising on academic policy matters, identifying emerging policy and compliance issues, and ensuring the seamless operational implementation of governance decisions.

The University Registrar collaborates extensively with key partners, including the Office of Admission, Office of Financial Aid, Spartan One-Stop, and teams focused on Accreditation, Assessment, Curriculum, and Compliance. Additionally, the Registrar works closely with college deans, assistant and associate deans, undergraduate and graduate education offices, Institutional Research, student information system teams, and faculty. These relationships ensure the office provides outstanding support to the students of Michigan State University, welcoming all Spartans to achieve their educational goals.

In this role, the Registrar balances and aligns the interests of faculty, administrators, and students with the operational priorities of the Office of the Registrar. Leading a dedicated team of 43 staff members, the Registrar manages an annual budget of \$3.2 million to support the office's mission and objectives.

Qualifications

Candidates must have:

- At least five years of leadership experience in a registrar's office or related university area working with academic information and overseeing operations.
- A master's degree (Ph.D. preferred).
- Excellent written and oral communication skills.
- Experience linking customer service, operational needs, and information management systems to develop or enhance processes.
- A proven track record as a thought leader with a people-centered management style emphasizing teamwork, inclusion, and staff development.
- A deep understanding of modern management and data systems, including non-technical insights into their potential and limitations.
- Knowledge of Veterans Administration and NCAA regulations.

Preferred qualifications include experience with Campus Solutions and a demonstrated ability to modernize tools and practices for improved efficiency and service delivery.

Michigan State University seeks candidates with strong management and relationship-building skills, a collaborative approach, and the ability to exercise tact and diplomacy in engaging with diverse stakeholders.

Application and Nomination:

Applications should be received no later than March 10th, 2025, and review of applications will continue until the position is filled. Applications should include a letter expressing interest, a current CV, and contact information for at least three references. References will be contacted only with the approval of the candidate. Please apply at <http://careers.msu.edu> and reference job number 1022371.

Nominations of qualified individuals are encouraged; these should be received well in time to obtain application materials before March 10th, 2025.

If you wish to submit a nomination please send to:

Dr. Brent Donnellan, Ph.D.
Chair, University Registrar Search Committee
c/o Malayna Auer
Office of the Vice Provost for Enrollment and Academic Strategic Planning
Michigan State University
East Lansing, MI 48824
siscom@msu.edu

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, age, disability or protected veteran status.