

OHIO
UNIVERSITY

Leadership Profile

**ASSISTANT VICE PRESIDENT FOR
STUDENT INFORMATION STRATEGY
AND UNIVERSITY REGISTRAR**

A MESSAGE FROM OHIO'S VICE PRESIDENT FOR ENROLLMENT MANAGEMENT

Greetings!

Thank you for considering this important leadership role at Ohio University! You'll find that OHIO is a special place, an institution that is marked by a deep commitment to increasing access to higher education, to transforming lives through academic excellence, and to delivering lifelong returns on the student experience—forever.



This opportunity comes about after two decades of stable, progressive leadership in the Office of the University Registrar. We seek to welcome and partner with an experienced professional who is inspired by innovation and who possesses an unwavering commitment to integrity, access, equity, excellence, and successful outcomes for all students.

As you must know well, the registrar profession is more important now than ever, during this period of most extraordinary change in public higher education. Institutions have an urgent challenge, opportunity and obligation to measure and prove the value of the experience we provide, and the OHIO University AVP and University Registrar plays a pivotal role in ensuring that our students—and the institution—can succeed. The new leader will embrace innovative technologies, nurture a service culture, uphold a commitment to curating a coherent academic record, and focus on delivering an excellent experience for stakeholders. All of this requires a firm foundation of data and information, and this position also will play an important role on behalf of Enrollment Management in exciting, strategic University-wide conversations that support a sophisticated and intelligently designed student information ecosystem.

At OHIO, you'll find that opportunities for professional success abound, with steadfast support from University leadership, a fantastic team of knowledgeable and innovative registrar professionals, and a dedicated community of faculty, staff, students, and alumni who are eager to be activated in innovative, contemporary enrollment management strategies.

It is our hope that the enclosed information will provide you with a glimpse of Ohio University, our community, the Enrollment Management division, the Office of the University Registrar, and details about a promising professional opportunity. We recognize that our 220-year history of success can be attributed to committed, talented, and inspired professionals – like you – who are excited to call OHIO home.

As you consider this opportunity to lead and grow at Ohio University, please feel free to reach out with any questions you may have. We look forward to your application!

Sincerely,

A handwritten signature in black ink that reads "Candace J. Boeninger". The signature is fluid and cursive, written over a white background.

Candace J. Boeninger

Vice President for Enrollment Management



THE SEARCH

Ohio University (OHIO) invites applications and nominations for the position of Assistant Vice President for Student Information Strategy and University Registrar. OHIO is the oldest public university in the state, with a total enrollment of more than 28,000 students. Our student body includes students from all 88 Ohio counties, 49 states and nearly 100 countries. Students are able to identify the modality that best serves them and their educational goals including residential, regional, hybrid, and online programs. Approximately two-thirds of our students are studying at our residential campus in Athens – a quintessential college town nestled in the Appalachian foothills of gorgeous Southeast Ohio.



THE OPPORTUNITY

Ohio University presents an unmatched opportunity for an enterprising, transparent, and forward-thinking leader to guide a University community ready to leverage recent momentum in enrollment. OHIO is seeking candidates whose strengths include collaboration, innovation, analytical rigor, teamwork, integrity, sincerity, and a positive attitude to join an institution that takes great pride in its sense of community. Leading and representing a large and diverse office, while partnering effectively with a wide array of stakeholders to support the educational mission of the university is critical to success. The successful candidate will have the opportunity to make major contributions to the continued success of an exceptional public university in areas such as student success, curricular innovation, space optimization, data governance, enterprise systems and student information strategy.



ABOUT THE UNIVERSITY

*Ohio University is the state's first and finest University.
Since our founding in 1804 as the first institution of higher learning
in the Northwest Territory, we've never stopped evolving.*

Home to more than 250 academic programs in a variety of fields including business, communications, healthcare, social sciences, the arts and STEM, OHIO has been designated an R1 research institution, the top tier of the Carnegie Classification of Institutions of Higher Education. The University's focus is to ensure student success through access to real industry and research experiences at an affordable cost, which is why Ohio University is ranked the No. 1 Best Value public university in the state of Ohio, according to U.S. News & World Report. Dr. Lori Stewart Gonzalez, a seasoned academic leader who has committed her career to public higher education, became Ohio University's 23rd president on July 1, 2023. President Gonzalez is leading the development of a new dynamic strategy, and it is a time of great hope and excitement at the University.



The Role of **ASSISTANT VICE PRESIDENT FOR STUDENT INFORMATION STRATEGY AND UNIVERSITY REGISTRAR**

The Assistant Vice President for Student Information Strategy and University Registrar is a pivotal leadership role within the Division of Enrollment Management. Reporting directly to the Vice President for Enrollment Management and working across the University with all relevant leaders and stakeholders, this position holds responsibility for orchestrating student information strategy and delivering excellent, student-centered registrar services. The incumbent plays a vital role in ensuring the accuracy of student records, optimizing information management processes, fostering seamless technology integration, leveraging data and analytics, and cultivating and documenting a coherent student journey from enrollment to graduation.

The AVP for Student Information Strategy and University Registrar is part of a team of experienced professionals who are committed to recruiting and retaining high achieving scholars from across the state, throughout the nation and the around globe. Driven by a passion to help students fulfill and exceed their educational goals, the Enrollment Management team supports all aspects of enrollment, including recruitment and yield, outreach and communications, application processing and review, financial aid and scholarships, transfer credit, dual enrollment, registration, scheduling, and ensuring accuracy, integrity and confidentiality of academic records. The division leadership works closely together and with academic and administrative partners to deliver successful student outcomes.

RESPONSIBILITIES

Student Information Strategy

- Provide vision and leadership for a holistic student information strategy in alignment with enrollment, academic and administrative objectives, emphasizing student success, integrity, accuracy, and data-driven insights. Lead enterprise-wide initiatives that enable an integrated student information ecosystem and ensure the integrity of the academic record.
- In collaboration with division and University leadership, as well as relevant stakeholders, integrate student information endeavors with University ERP and data strategies, as well as enrollment strategies and student success initiatives. Lead and leverage smart and sustainable architecture of student information to shape enrollment decisions, enhance the student experience, and facilitate strategic planning.
- Lead the implementation of modern solutions and support workflows that enhance integrity of information, elevate reporting capabilities, and foster a data-informed culture. Partner with stakeholders to drive adoption and integration of supportive, innovative technology and data solutions within the broader student information strategy, creating an ecosystem in which information flows seamlessly while upholding all appropriate facets of compliance and privacy.

University Registrar Services

- Provide vision and leadership for the Office of the University Registrar, with responsibility for creation, maintenance and certification of Ohio University student records. Ensure that services, business processes and associated training and documentation result in accurate and complete collection of data.
- Lead, inspire, and mentor a team tasked with registrar services, nurturing a culture characterized by excellence, innovation, and mutual support. Cultivate an environment of continuous professional development, fostering growth and expertise within the team. Manage budget and personnel matters for the Office of the University Registrar, optimizing resource allocation to achieve operational effectiveness.
- Champion the accuracy, security, and accessibility of student and academic records while prioritizing access, service excellence and a culture of care.
- Lead and supervise the management of records, the University's academic calendar, registration and registration services, scheduling, degree audit, OHIO Guarantee+ graduation plan technology, transcripts, catalogs, enrollment verification, and conferral of credentials.
- Support the assessment, elevation, evolution, and innovation of the Registrar function at OHIO, working with partners and stakeholders to design, build and execute strategically coordinated systems, processes, and services that meet the needs of students, faculty, academic units, and the University at large.
- Serve as a primary liaison with the Office of Information Technology in support of a new data governance strategy and the student information system (currently, PeopleSoft Campus Solutions 9.0), as well as other key records and service systems.
- Serve as the FERPA compliance officer, providing oversight of reporting to multiple state, system, and federal agencies and accrediting bodies. Provide oversight for NCAA athletic eligibility certification.
- Provide oversight for the Brigadier General James M. Abraham and Colonel Arlene F. Greenfield Veterans and Military Student Services Center, including services, compliance and reporting, and programming for military-affiliated students.

RESPONSIBILITIES

Leadership, Collaboration, Partnership and Trust:

- Serve as a member of the Division of Enrollment Management leadership team, contributing to overall enrollment strategy and planning.
- Operate as a convener, collaborator, expert advisor and consultant on matters of academic structure, records, and degree completion. Interpret, lead implementation of, and maintain compliance with relevant policies, regulations, and industry best practices. Serve as liaison to academic curriculum committees and provide input and feedback in various other University groups.
- Support the work of the Online, Transfer and Credit Services Center to leverage external credit, dual enrollment, re-enrollment and alternative pathways for successful student outcomes. Partner creatively with the Vice Provost for Student Success to identify synergies between student information strategies and initiatives aimed at fostering persistence and completion.
- Continuously enhance collaboration between the Office of the University Registrar and University partners and stakeholders, building relationships, strong lines of communication, and durable trust.
- Other duties as assigned.



QUALIFICATIONS AND EXPECTATIONS

- Robust experience (typically 8+ years) in increasingly responsible roles within enrollment management, academic affairs, student affairs, or associated professions within higher education.
- Proficiency in student information systems (SIS), data management, and the strategic use of data for informed decision-making.
- Demonstrated leadership acumen, including a successful track record of leading teams and fostering collaborative cross-functional partnerships.
- Exceptional interpersonal, communication, and analytical capabilities.
- Comprehensive familiarity with relevant regulations, compliance parameters, and industry benchmarks.
- Proficiency in technology tools and systems integral to student information and enrollment management.
- Ability to lead and manage change, prioritizing effectively, and contributing to divisional strategic endeavors.





CANDACE J. BOENINGER

Vice President for Enrollment Management

Candace J. Boeninger serves as Ohio University’s first vice president for Enrollment Management. Named to the position in 2021, she brings nearly two decades of enrollment and admissions leadership experience to the role, having previously served as interim vice provost for strategic enrollment management, associate vice provost for strategic enrollment management and director of Undergraduate Admissions for OHIO. Candace is an experienced enrollment executive committed to effecting change, operating strategically, leading with integrity and delivering data-informed, relationship-driven results. In her role as vice president, she is responsible for the development, articulation and implementation of strategic enrollment management efforts at the institution. She serves on the President’s Council as well as the Provost’s Senior Staff and Deans Council. As an active and engaged contributor within the enrollment profession, she has served in positions of leadership and has supported numerous professional and national organizations, including the National Association for College Admission Counseling and its Ohio affiliate, the American Association of Collegiate Registrars and Admission Officers and College Board. Candace earned a Bachelor of Arts in English and Spanish from Samford University (AL) and a Master of Arts in English from the University of Tennessee.

ENROLLMENT MANAGEMENT SERVICES AND FUNCTIONS

UNDERGRADUATE ADMISSIONS

Domestic Outreach and Recruitment

International Outreach and Recruitment

Access and Strategic Partnerships

Application Management and Review

Visits and Events

OFFICE OF STUDENT FINANCIAL AID AND SCHOLARSHIPS

Financial Aid Management
(federal, state, institution)

Financial Aid Counseling

Scholarship Management

Outreach and Education

Operations, Technology and Compliance

OFFICE OF THE UNIVERSITY REGISTRAR

Technology, Reporting and Communication

Degree Audit (DARS)

Academic Records and Services

University Catalog and Academic Calendar

Veteran and Military Student Services Center

ONLINE, TRANSFER AND CREDIT SERVICES CENTER

Outreach, Recruitment and Enrollment Advising

Community College Partnership Management

Articulation Development and External Credit

Dual Enrollment (College Credit Plus)

State Initiatives, Policy and Strategy

ENROLLMENT MARKETING AND OPERATIONS

Pipeline Development, Lead Generation and Analysis

Enrollment Marketing and Communication

Enrollment Operations

Academic Relations and Honors & Scholars

CRM Strategy and Infrastructure

ENROLLMENT MANAGEMENT ANALYTICS

Dashboard and Data Model Development

Predictive and Prescriptive Analytics

Enrollment Research

SEM Planning Support



ABOUT THE ATHENS COMMUNITY

What strikes most Athens newcomers is the area's dedication to cultivating community. Founded in 1797, Athens was an important stop on the Underground Railroad and became a gathering place for coal miners in the area, giving rise to the United Mine Workers of America.

Athens, the location of Ohio University's residential campus, is regularly named one of America's Best College Towns and it is easy to see why. Athens is big enough to keep students, staff and faculty entertained and on the go, yet small enough to always feel comfy and close-knit.

Sports fans root for the OHIO Bobcats (and our incredible Marching 110) or join an intramural or community team to get in on the action. Those craving a slice of city life sample the many nearby restaurants,

coffee shops, cultural events and shows, from rising local stars on Donkey Coffee's stage to top national names passing through on tour stops.

However, it isn't only students who embrace Athens' unique magic. Positioned amongst some of the state's best hiking trails and parks, a nationally recognized farm to table food scene, a vibrant Uptown (never call it





downtown) filled with shops, a long-running farmers market, a place in the Top 100 Art Communities in America and a long history of campus and city activism related to sustainability and social justice, Athens has also been named one of today's "50 Best College Towns to Live in Forever."

Auditorium or outside the West Portico on College Green, catch a blockbuster movie or local film festival at the historic Athena Cinema uptown, or keep things casual by joining in a jam session at one of the many local award-winning craft breweries. Meet neighbors and keep the spirit of cultivating community alive in a local organization or service opportunity, such as volunteering with local nonprofits and programs like Passion Works and the Athens County Food pantry.

In short, our small college town packs unforgettable memories into every moment. More information on Athens and its surrounding areas can be found at athensohio.com.



Outdoor lovers visit Sells Park for a bike ride, Strouds Run State Park for a day hike or paddle around the lake, or the Hocking-Adena Bike Path for a pedal or a morning jog under the cherry blossoms. Arts and culture connoisseurs might join community members at a Performing Arts Series show at Templeton-Blackburn Alumni Memorial



ABOUT OUR REGION

The road to adventure doesn't end at the city limits. Athens is located in Southeast Ohio, a region known for its natural beauty and outdoor destinations. With Strouds Run State Park, the Hocking Hills region and Wayne National Forest nearby, more than a quarter-million acres of Ohio's best hiking,



padding and more await. Annual local events like the Ohio Pawpaw Festival and the Nelsonville Music Festival celebrate the area's natural beauty and reputation for not only being a growing tourist destination, but also a family-friendly and safe place to live. The perennial favorite Nelsonville Music Festival brings music's biggest names to mingle with local luminaries for a one-of-a-kind event. And the region's restaurants have been ahead of the farm-to-table curve for decades.

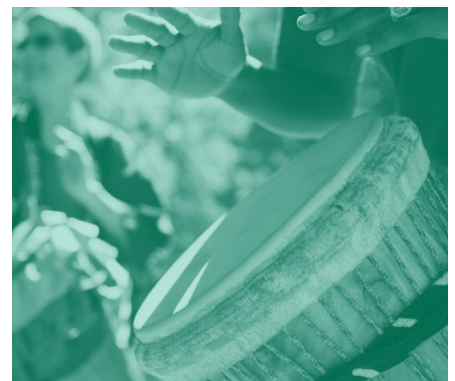
Cities from Chicago to D.C. are within easy road trip range, but with so much to do in your own backyard, we'll forgive you if you spend most of your weekends here, exploring all Southeast Ohio has to offer.



ATHENS, OHIO BEYOND THE BRICKS



INTERNATIONAL STREET FAIR • PAWPAW FESTIVAL • HOCKING VALLEY SCENIC RAILWAY • NELSONVILLE FINAL FRIDAYS • ATHENS BREW WEEK • ATHENS FARMERS MARKET • 30 MILE MEAL • WAYNE NATIONAL FOREST • STROUDS RUN STATE PARK



ATHENS AND THE SURROUNDING AREA
COLUMBUS, OH — 76 MILES
CHARLESTON, WV — 90 MILES
CINCINNATI, OH — 157 MILES
LEXINGTON, KY — 184 MILES
PITTSBURGH, PA — 201 MILES
CLEVELAND, OH — 217 MILES
INDIANAPOLIS, IN — 250 MILES
DETROIT, MI — 277 MILES
NASHVILLE, TN — 423 MILES
CHICAGO, IL — 431 MILES

City of Athens
www.ci.athens.oh.us
 Athens County Visitor Bureau
athensohio.com
 Athens City Schools
athenscsd.org
 Athens Farmers Market
athensfarmersmarket.org
 Hocking Hills
hockinghills.com
 Strouds Run State Park
parks.ohiodnr.gov

APPLICATION AND NOMINATION PROCESS

To apply for the Assistant Vice President for Student Information Strategy and University Registrar position, candidates are requested to submit: 1) the online application., 2) a current resume, 3) a cover letter addressing your professional interest in this role, and 4) three professional or academic references. References will be used with discretion late in the process.

For additional details, or to submit an application, please visit www.ohiouniversityjobs.com/postings/49398.

Apply by April 30, 2024, for full consideration. The position will remain open until filled.

For questions about the position, contact enrollmentmanagement@ohio.edu.





Learn **MORE ABOUT...**

OUR ROBUST BENEFITS PACKAGE

Ohio University is proud to offer a robust healthcare plan that includes maternity care, transgender care, counseling and mental healthcare, prescription coverage, vision, dental, and orthodontia care. Our robust benefits package also includes paid holidays, sick time, personal time, a tuition waiver up to 100% for self and dependents, a comprehensive insurance package (including but not limited to prescription, vision, dental, and life insurance), an excellent retirement plan with up to a 14% company contribution, a 12-week parental leave program, adoption reimbursement, flextime and flexplace policies, an employee assistance program, access to professional development programs and more.

▶ [For more information, visit ohio.edu/hr/benefits.](https://ohio.edu/hr/benefits)

EMPLOYEE INVOLVEMENT OPPORTUNITIES

As part of our constant effort to foster an inclusive, welcoming workplace, OHIO is home to various involvement opportunities for faculty and staff including a number of employee affinity organizations; a wide array of on-campus programming; shared governance opportunities; and a variety of mentoring, professional development and continuing education opportunities.

▶ [For more information, visit ohio.edu/hr/additional-resources/employee-involvement.](https://ohio.edu/hr/additional-resources/employee-involvement)

ON-CAMPUS EMPLOYEE RESOURCES

We are proud to meet the needs of our diverse workforce, students and community members with an ever-growing list of resources including lactation spaces, prayer and meditation spaces, and a variety of campus centers and offices including the Office for University Accessibility and several centers housed within the Division of Diversity and Inclusion.

▶ [For more information, visit ohio.edu/hr/resources/accessibility-and-accommodations.](https://ohio.edu/hr/resources/accessibility-and-accommodations)



ohio.edu

Ohio University is proud of its rich history, diverse campuses, international communities, and beautiful Appalachian settings. As part of our ongoing efforts to provide and support a transformative learning experience, we affirm our commitment to fostering a welcoming, respectful, diverse, and inclusive workforce and community.

All qualified applicants are encouraged to apply and will receive consideration free from discrimination on the basis of race, color, religion, age, ethnicity, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information. Ohio University is an equal access/equal opportunity and affirmative action employer. Visit ohio.edu/equity-civil-rights for Ohio University's Title IX Coordinator contact information and Notice of Non-Discrimination. ©2024 Ohio University. All rights reserved. UCM#7002