Michigan State University College of Nursing invites applications for the position of Director and College Registrar in the Office of Student Support Services. This is an annual year, continuing appointment.

This position directs the daily operations of the Michigan State University College of Nursing Office of Student Support Services and is responsible for developing and implementing plans, policies and procedures that support the achievement of College goals and strategic initiatives related to enrollment management, academic advising and other student services at the undergraduate and graduate level. Responsibilities include oversight and coordination of all operations, management of student records and program data, staff supervision and external and internal communication.

Position Requirements:
- Masters in Student Personnel, Higher Education Administration or related field, PhD preferred
- Three (3) to five (5) years’ experience with academic advisement of students in a university setting
- Excellent organization and communication skills
- Experience implementing and managing large, complex projects/events
- Progressively more responsible managerial experience including supervising others
- Experience working with student information systems/databases

MSU is committed to achieving excellence through cultural diversity. The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.

Michigan State University is a land-grant university with a major focus on community engagement in the United States and throughout the world. The College of Nursing at Michigan State University is a growing community of scholars, teachers and practitioners with a full array of academic programs at the undergraduate, master’s, and doctoral levels. There are excellent academic and student support operations and an outstanding Center for Nursing Research that provides support in all aspects of research and scholarly roles.

The College is located in mid-Michigan in East Lansing on the Michigan State University campus. The East Lansing community offers a high quality of life and is close to recreational areas, sporting events and artistic performances and exhibits and a vibrant university life.

To apply please access the University Human Resources website at www.jobs.msu.edu. Address letter of interest, curriculum vitae and three references to: Randolph Rasch, PhD, RN, FAANP, Professor and Dean, College of Nursing.

Salary commensurate with experience. Review of applications will begin immediately and will continue until the position is filled.

For information on becoming a Spartan call (800) 605-6424, email nurse@hc.msu.edu or visit nursing.msu.edu