

Lac Courte Oreilles Ojibwe University
Position Description No. REG70226



Position Title:	Registrar
Reports To:	Dean of Students
FLSA Status:	Exempt
Annual Contract:	Full-time 40 hours per week, 52 weeks per year
Salary:	Dependent on Qualifications
Posting Date:	July 2, 2026
Application Deadline:	July 16, 2026 or until filled

General Position Summary:

The Registrar is responsible for overseeing and maintaining student records in an efficient, effective, accurate, and integrity-based manner. The Registrar maintains records of students, classes, course offerings, and pertinent statistical data. The Registrar participates in professional meetings and conferences to maintain current knowledge of policies and practices. The Registrar is responsible for working closely with Academics, Student Services, Financial Aid Office, and Business Office to ensure that all University policies and procedures are followed and enforced.

Key Responsibilities:

- Develop and publish registration procedures and dates as required.
- Assist in determining course equivalency and transferability of credits.
- Enforce confidentiality of student records and FERPA (the Family Educational Rights and Privacy Act of 1974)
- Assist in data collection, monitoring, and reporting as requested.
- Maintain data integrity, accuracy, and confidentiality.
- Improve efficiency and service through the use of technology and Mylcoou
- Serve on committees as needed to represent the Registrar's Office regarding technology and academic and curriculum issues
- Attend training seminars and/or workshops to maintain and increase skills and advancements in technology.
- Assist in the implementation and maintenance strategies for the Colleague student registration module and other modules LCOOU's Student Information System as they relate to the Registrar's Office
- Compile, maintain, and edit student information as appropriate for campus directory.
- Assist Chief Academic Officer with updating and maintaining catalog listings and schedule of course offerings.
- Provide enrollment reports as requested, process grade changes and registrations in a timely manner.
- Oversee maintenance of archived records
- Oversee the preparation and verification of academic standings and honors lists each term
- Oversee the preparation and verification of graduate list for commencement and verify degree/certificate posting
- Compose error-free correspondence and communications as needed.
- Work cooperatively with other offices to ensure consistency in data entry standards and accuracy of data.
- Verify student enrollment and provide electronic data submissions to the National Student Clearinghouse for enrollment verification in an accurate and timely manner.
- Work with Academics or identified IPEDS key holder for the University; file all required submissions in an accurate and timely manner.
- Other duties as assigned by supervisor and/or University President

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Minimum Qualifications:

- Bachelor's degree in business or related field and three or more years of experience in a university setting, either administrative or instructional with administrative experience
- Experience with Ellucian Colleague Registration Module and student information systems.

Preferred Qualifications:

- Master's degree in business or related field and three or more years of experience in a University setting, either administrative or instructional with administrative experience
- Experience with Jenzabar EX student information system for archival documentation.
- Experience with Ellucian Colleague software systems.

Knowledge, Skills, and Abilities Required:

- Proficient with Microsoft Office (Word, Outlook, especially Excel)
- Knowledge of computer systems fundamentals and information processing techniques
- Knowledge and ability to use applicable information technology systems to meet work needs
- Ability to create written narrative reports
- Possess aptitude and experience in analyzing and interpreting statistical data
- The ability to work in a fast-paced, high-demand customer service environment
- Superb customer service skills required
- Attention to detail and accuracy
- Excellent time-management skills and the ability to manage multiple projects and meet deadlines
- Great written and verbal communication skills
- Strong organizational and time management skills to prioritize workload to meet deadlines
- Ability to maintain confidentiality is vital to protect sensitive financial and personal data
- Professional manner and strong ethical code
- Support the mission and core values of the College
- Ability to work occasional evenings and Saturdays when necessary

Work Environment:

- Work is mostly accomplished at a desk working at a computer
- Some travel is required

Reportability:

- This position reports directly to the Dean of Students.

Supervision:

- This is not a supervisory position.

Application Process:

Please submit either a hard or electronic copy of a cover letter, an updated resume, unofficial transcripts, and a completed LCO Ojibwe University job application (available online at www.lco.edu/employment) to the address directly below. All materials should be submitted in a single packet. **Only applications containing all the items noted above, fully completed, will be considered.**

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Hand-delivered application packages will be accepted at the University until 4:30 pm on the deadline date; mailed applications must be received by the deadline date and emailed application packages must be received by 11:59 pm on the deadline date.

Human Resources
Lac Courte Oreilles Ojibwe University
13466 W Trepania Road
Hayward, WI 54843
Phone: 715-634-4790
Fax: 715-634-5049
Email – hr@lco.edu

All materials submitted will become property of the University and will be retained for one (1) year from the application deadline.

Lac Courte Oreilles Ojibwe University encourages applications from all peoples and sources; however, we follow an Indian preference policy when hiring.

“The Lac Courte Oreilles Ojibwe University mission is to provide Anishinaabe communities with post-secondary and continuing education while advancing the language, culture, and history of the Ojibwe.”