



WILLIAM PEACE UNIVERSITY

Your Success. Our Mission.

Registrar

William Peace University, located in Raleigh, North Carolina, seeks applicants for the position of **Registrar**. The new Registrar will assume management and leadership for all activities related to academic records in this historic and evolving institution. He or she is responsible for a service-oriented structure in support of all academic programs of the University, ensuring that all of the following components work together effectively: curriculum, course schedule, registration, exams, grading, transfer credit evaluation, production of transcripts, and certification of degrees. The Registrar supports the University's academic mission by maintaining the accuracy, integrity, and security of student academic records. The successful candidate must have the vision and skills to model the effective use of technology for enrollment and course management while providing responsive and personalized service to students, faculty, and staff. Excellent spoken, written, and interpersonal communication skills must be combined with both attentiveness to detail and accuracy, as well as a collaborative work style.

The former Peace College, William Peace University will open its doors to its first coeducational class in the fall 2012 semester. Founded in 1857 as an affiliate of the Presbyterian Church (USA), it was the first institution of higher education in Raleigh, and played an important role in the Civil War and reconstruction, first as a hospital and later as the site of the Freedman's Bureau serving former slaves. Today, William Peace University is a private, independent, four-year, liberal arts and sciences university with more than 600 students, offering an inspiring learning environment on a serene and peaceful campus. With ten majors in three degrees, the University aspires to give each student a sense of adventure, an eagerness to learn, and an open mind to what the future can hold. The University also takes pride in the William Peace School of Professional Studies, which offers evening and online courses to working adult students. For more information about the University, please visit www.peace.edu.

Raleigh is home to more than 405,000 residents and is among the fastest growing cities in the United States. The city has been consistently ranked highly by *Forbes Magazine*, *MSNBC*, and *Money Magazine* for its quality of life and diverse business opportunities. Raleigh offers a variety of different neighborhoods, from historical sites, to suburban residential areas, to downtown residential and commercial sections. There is a wealth of cultural and recreational activities available including visiting museums and performing arts venues, cheering on college and professional sports teams, and indulging in world-class fine dining and shopping opportunities.

Application: Interested candidates should submit a cover letter and resume to RPA Inc. at npuregistrar@rpainc.org. For a confidential discussion, call Mark Farley, Senior Consultant, at 302-465-5124, or Kristen Douglass, Senior Recruitment Specialist, at 800-992-9277. The first review of candidates will begin February 24, 2012. Applications will be accepted until the position is filled. William Peace University seeks to hire, promote, and retain the best qualified individuals regardless of race, creed, color, religion, sex, national origin, sexual orientation, disability, veteran status, citizenship, or on the basis of age with respect to persons 18 years or older.



For a confidential discussion
call 800-992-9277
www.rpainc.org