

SEARCH PROFILE:

REGISTRAR



TOURO
UNIVERSITY
CALIFORNIA

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Touro University California (TUC) is a private, graduate and undergraduate, degree awarding institution with a main campus located in the greater San Francisco Bay Area city of Vallejo, California and a satellite campus located Los Angeles, California. Established in 1997, TUC offers its 1,300 students an innovative education in one of several disciplines including osteopathic medicine, pharmacy, physician assistant studies, nursing, public

health, radiologic technology, and diagnostic medical sonography. As a proud member of the Touro University System (TUS), TUC is passionate in pursuing its mission of educating caring professionals to serve, to lead, and to teach.

POSITION DESCRIPTION

While both honoring its past and embracing its future, TUC is now seeking qualified candidates to serve as the university's new Registrar. Reporting to the Associate Dean of Enrollment Management and serving as a key leader within the Division of Student Affairs, TUS, and the rest university community, the Registrar is the university's academic records officer and leads a customer-focused, dynamic, and detailed oriented staff who are responsible for all aspects of the university's student academic record-keeping systems. The successful candidate must be accurate, results-oriented, and very organized with a high attention to detail. The position requires the individual to be able to work directly with and support TUC academic deans and program managers, oversee multiple projects, and complete complex administrative tasks in a dynamic environment.

The Registrar is responsible for course registration, academic record maintenance, development support and enforcement of academic and graduation policies, communication with students about academic records and registration activities and tasks; and certifying student enrollment and degree completion.

The Registrar position coordinates, and/or performs work with highly sensitive and confidential matters and is expected to maintain appropriate confidence and work in an environment with a high degree of trust and integrity. The Registrar must enjoy a fast-paced, flexible environment with a focus on high quality, accurate data produced in a timely manner. This position requires that the Registrar be an expert in a modern student information system database (Banner is preferred); be proficient in submitting data for institutional reports (i.e., reports for the National Student Loan Clearing House, Veterans Administration, academic program accreditation association, etc.) as well as be highly skilled and adept in using Excel and Microsoft Office Suite and other similar type of software program(s).

The Registrar manages the information technology related to academic records and provides leadership in maintaining and developing systems to enhance the integrity and efficiency of academic recordkeeping.



SPECIFIC RESPONSIBILITIES

RECURRING TASKS:

- Oversees record maintenance functions for all Office of Registrar files, including imaged and archived files.
- Administers and implements university rules, regulations, policies, and procedures for the Office of the Registrar and its academic record keeping and processing.
- Responsible for ensuring university regulatory compliance of the Federal Education Rights and Privacy Act (FERPA).
- Serves as primary coordinator for development of university academic calendars
- Responsible for the management of student registration.
- Certifies student enrollment.
- Responsible for the graduation audit and final conferring of student degrees.
- Oversees the maintenance and updates of academic records for all students and alumni.
- Certifies student eligibility for local, state, and national examinations.
- Responds to legal and other inquiries regarding academic records.
- Assures responsiveness of the Office of the Registrar functions to the overall needs of the university, students, faculty and administrators.
- Serves as a leader within both the Division of Student Affairs and as a member of the TUS Registrar team.
- Participates collegially and cooperatively with colleagues within TUC, Touro University Nevada (TUN) and TUS.

- Oversees implementation of TUS Registrar system enhancements and projects at TUC (i.e., digital scanning, testing of billing, cross office coding, etc.).
- Oversees university Veterans Affairs operations and serve as the university's certifying officer for VA educational benefits.
- Supports campus VA certification and maintains compliance.
- Works directly with the Academic Deans and program chairs in support of their program schedules, course offerings, degree requirements, and academic calendar.
- Creates and compiles reports for a variety of university departments (i.e., Institutional Research) as well as for many outside agencies including federal, state, and regional accreditation organizations, Department of Education reviews, licensing audits, and TCUS system wide student records audits by outside agencies.
- Maintains and updates all Office of the Registrar information available to students on the TUC website.
- Develops and publishes the TUC Catalog. Upholds catalog and program handbook policies and procedures.
- Contributing to the overall success of the Division of Student Affairs by performing all other duties as assigned by the Vice Provost and Dean of Student Affairs.

PERIODIC TASKS:

- Participates in Student Affairs major events such as, but not limited to, new student orientation, white coat ceremony, commencement, etc.
- Participates in university committee work.
- Travels to Touro system campuses for training and system wide collaborations

SUPERVISORY RESPONSIBILITIES

Supervise, train, and evaluate the following staff members: An Associate Registrar and three Assistant Registrars.

QUALIFICATIONS

MINIMUM QUALIFICATIONS:

- Baccalaureate degree required, Master's degree strongly preferred.
- Demonstrated record of registrar leadership and student services experience.
- Experience and enthusiasm in working with a diverse student, staff, and faculty population
- Ability to work independently or collaboratively as the situation demands, managing competing priorities in a professional and positive manner.

CORE COMPETENCIES

- Must have in-depth modern database skills such as Banner, PeopleSoft, or Jenzabar; Banner is highly preferred
- Working knowledge of FERPA and ability to train and assist faculty, staff, and students in understanding the FERPA act.
- Ability to create and maintain collaborative and productive work relationships
- Extensive training and presentation experience
- Ability to create and implement successful practices in academic recordkeeping.
- Excellent oral and written communication skills.
- High level of conceptual, analytical, and organizational skills.
- Ability to be innovative
- Must be detail-oriented and accurate
- Proficient with various computer applications and programs





APPLICATION PROCEDURES

Academic Search is assisting Touro University California in this search. For full consideration by the Search Committee, candidates should submit all application materials by January 15, 2026. Applicants should send three separate documents (in PDF format) to: TouroRegistrar@academicsearch.org: (1) a detailed cover letter expressing interest in this position and how you meet the qualifications as outlined in this profile, (2) a current resume/curriculum vitae, and (3) a list of 5 references who will not be contacted until the final stage of the search process. To learn more about this opportunity, offer a nomination, or request a conversation with the Senior Consultant for this search, Dr. Gabriel Esteban, please email: TouroRegistrar@academicsearch.org.

Touro University California is an Equal Opportunity Employer and does not discriminate against employees or applicants for employment on the basis of race, color, national origin, religion, sex (including pregnancy or childbirth), gender, gender identity or expression, marital status, disability, medical condition, genetic information,

age, sexual orientation, ethnicity, veteran status, or any other status characteristic protected by federal, state, or local laws. Our policy also proscribes discrimination based upon a perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful. The University is committed to a diverse population within its overall Mission Statement.

The principles of affirmative action have guided the development of the University's employment policy. Two goals stress this commitment:

To recognize the dignity of each human being; To provide fair opportunities for all.

This policy is adopted by Touro University - California pursuant to its commitment to the principles of equal opportunity and specifically pledges the University to a policy of nondiscrimination against any person in employment or in any of its programs.

ABOUT ACADEMIC SEARCH

Academic Search is assisting Touro University California in this work. For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations.

Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience.

Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute.

