

## POSITION PROFILE

# ASSISTANT VICE PROVOST AND REGISTRAR

Spring 2026

Aurora University, in partnership with national search firm **Scott Healy & Associates**, invites applications and nominations for the position of **Assistant Vice Provost and Registrar**.

The University seeks a dynamic, innovative, and student-centered leader who is passionate about transforming the Office of the Registrar (OtR) into a strategic, campus-wide engine for student success and institutional effectiveness. This is an exceptional opportunity to join a mission-driven institution at a pivotal moment—one defined by growing enrollment, expanding program modalities, and a bold commitment to embracing emerging technology and the AI era in service of modern learners.

This expanded leadership role reflects Aurora University's investment in elevating the registrar function as a modern, service-oriented organization that drives innovation and continuous improvement while maintaining the operational rigor and compliance excellence that students, faculty, and institutional partners depend upon. The Assistant Vice Provost and Registrar will serve as a strategic partner across the University, ensuring that academic infrastructure, policies, and systems advance institutional priorities and empower every student to thrive.

## AURORA UNIVERSITY

---

Aurora University (AU) is proud to be a “private university with a public purpose”—working at the intersection of need and hope to pioneer sustainable solutions to complex social problems. This is what it means to be “an inclusive community dedicated to the transformative power of learning.”

Established in 1893, Aurora University is a four-year, private, nonprofit, accredited institution offering more than 60 undergraduate programs and a wide variety of master's and doctoral degrees to over 6,000 students. With a 20:1 student-to-faculty ratio, award-winning faculty, and an unwavering commitment to access and affordability, AU provides a personalized, high-quality academic experience designed to meet the needs of diverse learners and future employers.

### Distinctions

- Aurora University was named a top 10 college in U.S. News & World Report 2026 Best Colleges for Illinois rankings for the second consecutive year.
- The university improved its national distinction as a Top Performer on Social Mobility, leaping 34 places to #22—ranking among the top 5% of performers nationwide.
- AU is recognized by the United States government as a Hispanic-Serving Institution (HSI) and Minority-Serving Institution (MSI).
- 97% of undergraduate students receive financial aid; 34% identify as first-generation college students.

- 75% of students participate in internships, field experiences, student teaching, clinical rotations, or practicums.
- Students volunteer more than 14,000 hours annually, and over 87% of AU graduates stay in Illinois to live and work.

## Mission

Aurora University's singular goal is to empower students to achieve lasting personal and professional success. AU does this by being an inclusive community dedicated to the transformative power of learning. As a teaching-centered institution, undergraduate and graduate students are encouraged to discover what it takes to build meaningful and purposeful lives.

## Vision

Aurora University aspires to be a leading Midwest university recognized for access to an affordable and adaptive high-quality education that is student-centered, teaching-focused, and committed to excellence. AU will maintain its growth and financial strength through ongoing development of a hybrid campus that responsibly embraces emerging technology and the AI era, meeting the needs of modern learners and future employers. Recognizing the essential role of faculty and staff in fulfilling its mission, Aurora University seeks to be an employer of choice.

## Values

- **Collaboration:** Committed to collaboration across departments, eliminating silos to help students realize their personal and professional aspirations.
- **Continuous Learning:** Dedicated to helping students and employees achieve their full potential through lifelong support, opportunity, and growth.
- **Inclusivity:** Defines inclusivity broadly so that all members of the community are welcome and authentically belong, actively fostering understanding and appreciation of diversity as an institutional strength.
- **Integrity:** Adheres to the highest standards of honesty, fairness, and ethical conduct in every aspect of institutional practice and operation.
- **Innovation:** Committed to sparking creative solutions that encourage continuous improvement, adaptation, and evolution in a rapidly changing world.

## Strategic Plan

Aurora University's strategic plan "AUnity: Fulfilling Our Promise" charts a path to 2030 that ensures AU will continue to meet its mission of providing affordable, adaptive, high-quality education while meeting the challenges of modern learners, future employers, and the evolving higher education marketplace. The plan's four pillars guide institutional investment and decision-making:

- **Learn and Thrive:** Flexible, technology-enabled programs aligned with workforce needs, delivered across online, in-person, and hybrid modalities.
- **Strengthen and Expand:** Building institutional capacity and infrastructure for sustainable growth.
- **Engage and Value:** Fostering inclusive excellence and meaningful employee and community development.
- **Innovate and Resource:** Entrepreneurial revenue development and strategic partnerships that advance the mission.

## Leadership

**Dr. Susana Rivera-Mills**, AU's first Latina president since its founding, took the helm in 2023 as the 14th president of Aurora University. She has developed and implemented a strategic plan emphasizing innovation, inclusivity, and collaboration—designed to empower students, strengthen communities, and position the university as a model for higher education. Her commitment to supporting underserved and first-generation students drives her efforts to promote inclusivity and meaningful learning outcomes.

**Dr. Paaige K. Turner** joined Aurora University as Provost and Executive Vice President for Academic Affairs in 2024, bringing more than two decades of academic leadership experience shaped by her own journey as a first-generation college student. Her commitment to equity, collaboration, and excellence drives her efforts to cultivate a vibrant academic community where faculty and students alike can thrive. The Assistant Vice Provost and Registrar reports to the Provost and serves as a key member of the academic leadership team.

## THE POSITION

---

This is a particularly exciting time to join Aurora University. With a clear strategic vision, strong leadership, and a deep commitment to inclusive excellence, the university is expanding its academic programs, investing in faculty and staff development, and strengthening its impact in the region and beyond. AU offers a collaborative and mission-driven environment where employees are valued, supported, and empowered to make a difference. Aurora University is also at a genuine inflection point in how it thinks about serving students. The institution is actively investing in new ideas, emerging technologies, and innovative approaches to academic infrastructure—not simply to modernize systems, but to fundamentally reimagine what a student-centered, technology-enabled university experience looks like. The Office of the Registrar sits at the heart of this transformation and our goals for the future.

### Position Summary

The Assistant Vice Provost and Registrar provides visionary leadership to advance the Office of the Registrar as a modern, strategic partner in delivering student success and institutional effectiveness. This role requires an agile, collaborative, forward-thinking leader who can align registrar operations with Aurora University's mission, integrate emerging technologies into systems and services, and ensure that academic infrastructure evolves to meet the needs of a growing and increasingly diverse student population.

The Assistant Vice Provost and Registrar will balance daily operational demands with the ability to align existing and new resources toward an empowered team, an exceptional student experience, and a registrar function that is recognized as a campus-wide model of excellence.

### Core Competencies

### **Mission Alignment & Strategic Vision**

Champions Aurora University's mission as an inclusive, teaching-centered institution dedicated to the transformative power of learning. Positions the Office of the Registrar as an active contributor to the University's strategic plan, aligning registrar operations, policy, and innovation with the "AUnity" pillars—particularly Learn and Thrive and Strengthen and Expand. Provides strategic direction that advances the University's commitment to access, affordability, and student success across all populations and modalities.

### **Agility & Innovation**

Demonstrates entrepreneurial thinking and a strong bias toward continuous improvement in developing new service models, streamlining processes, and advancing the student experience. Rapidly adapts to changing institutional priorities, regulatory landscapes, and the evolving needs of modern learners. Approaches challenges with creative problem-solving, calculated risk-taking, and a willingness to challenge the status quo in pursuit of a more efficient, responsive, and student-centered registrar function.

### **Technology Leadership**

Serves as a catalyst for integrating emerging technologies—including AI tools, data analytics platforms, and student information systems—across registrar operations to enhance service delivery, accuracy, and efficiency. Champions the proactive use of scheduling and curriculum management tools, including Coursedog, to build course schedules that anticipate and respond to student demand across online, hybrid, and in-person modalities. Optimizes both physical and virtual service environments to ensure seamless, equitable access for all students. Develops business cases for new technology solutions and serves as a forward-thinking functional owner who keeps AU's academic infrastructure at the forefront of best practice.

### **Collaborative Excellence**

Works effectively across institutional boundaries with faculty, academic leadership, the Office of Admission, Information Technology Services, Crouse Center for Academic Advising, and student-facing offices to advance shared priorities. Represents the Office of the Registrar positively with diverse stakeholders—including students, families, employers, and accrediting bodies—as a trusted, service-oriented partner. Builds consensus, fosters transparency, and ensures registrar expertise informs university-wide decisions about curriculum, scheduling, policy, and student success.

### **People & Culture**

Leads with empathy, inclusion, and intellectual curiosity—fostering a team culture that values collaboration, accountability, diversity of thought, and shared success. Mentors and develops OtR staff to integrate high-impact, student-centered service practices and data-informed decision-making. Promotes belonging and inclusive excellence, ensuring that every student interaction with the OtR reflects Aurora University's commitment to welcoming and serving all learners.

## **Integrity & Confidentiality**

Serves as the institution's steward of academic record integrity and student data privacy. Handles all information with the highest level of discretion and maintains exemplary ethical standards in every aspect of institutional practice. Models a culture of compliance, accuracy, and trust within the OtR and across the campus community.

## **Essential Job Functions**

### **Organizational Leadership & Development**

- Provide strategic leadership, supervision, and professional development of a high-performing team focused on service excellence, compliance, and innovation.
- Foster a culture of continuous improvement, accountability, belonging, and professional growth within the OtR.
- Represent Aurora University in relevant professional organizations and remain current on emerging trends and best practices in the registrar profession.
- Communicate proactively with the campus community regarding registrar processes, policies, and services.
- Manage the OtR budget and ensure responsible stewardship of institutional resources.

### **Student Records & Registration Operations**

- Oversee the accurate maintenance and integrity of academic records for current and former students.
- Ensure efficient and accessible registration processes that minimize exceptions and reduce administrative friction for students.
- Manage key operational processes including grading, transcripts, enrollment and degree verification, academic standing, honors, and degree conferral.
- Oversee petitions, withdrawals, leaves of absence, and degree exceptions with a focus on consistency and student experience.
- Direct transfer credit evaluation processes and maintain course equivalencies within the Transfer Evaluation System (TES).

### **Strategic Scheduling & Modality Management**

- Lead proactive, data-informed course scheduling practices that anticipate student demand and optimize the availability of online, hybrid, and in-person course offerings across undergraduate and graduate programs.
- Partner with academic leadership to ensure scheduling decisions support student progression, reduce time-to-degree, and align with the University's hybrid campus vision.
- Leverage scheduling and curriculum management platforms—including Coursedog—to improve efficiency, transparency, and alignment between curriculum governance and course delivery.
- Analyze scheduling patterns and enrollment data to identify gaps, optimize capacity, and improve access for diverse learner populations including working professionals and non-traditional students.

## **Compliance & Regulatory Oversight**

- Ensure compliance with federal, state, and institutional regulations including serving as the University's FERPA Compliance Officer.
- Provide training and guidance to faculty and staff on FERPA and academic policies.
- Certify academic eligibility for student-athletes and support reporting requirements for external agencies.
- Serve as the institutional contact for compliance matters including subpoenas and Solomon Amendment requests.
- Develop and maintain the academic calendar and ensure alignment with accreditation and regulatory requirements.
- Oversee timely and accurate reporting to external entities including the National Student Clearinghouse.

### **Curriculum, Policy & Governance**

- Serve as an ex officio member of the University Senate and relevant governance committees.
- Partner with academic leadership to support curriculum development, implementation, and governance processes.
- Provide guidance on academic policy interpretation and recommend enhancements that support innovation and student success.

### **Data Stewardship & Reporting**

- Serve as a key institutional data steward, ensuring the accuracy, integrity, and accessibility of student and academic data.
- Develop and deliver reports and analyses related to enrollment, retention, and student progression to inform institutional decision-making.
- Partner with campus stakeholders to leverage data in support of strategic initiatives and continuous improvement.

### **Technology & Systems Leadership**

- Serve as the functional owner of systems supporting student records, registration, scheduling, and curriculum management.
- Identify opportunities to enhance systems and processes through technology and develop business cases for new solutions.
- Partner with ITS and vendors to implement, optimize, and integrate systems that support institutional goals.
- Manage relationships with external vendors and platforms including Ellucian Colleague, Coursedog, Parchment, CollegeSource, and the National Student Clearinghouse.

## **QUALIFICATIONS**

---

## Minimum Qualifications

- Bachelor's degree required.
- Minimum of five (5) years of progressive experience in student services, registrar operations, or strategic enrollment management in higher education.

## Preferred Qualifications

- Master's degree.
- Five (5) years of progressive experience within a Registrar's Office.
- Three (3) years in a leadership role with broad administrative responsibility.
- Experience with Ellucian Colleague SaaS strongly preferred.
- Experience with Coursedog or a comparable curriculum and scheduling management platform.
- Experience driving business requirements and working with technical teams to implement and integrate new technology and enhance existing tools.
- Experience in an HSI, MSI, or diverse institutional setting.

## Required Knowledge, Skills & Abilities

- **Strategic Leadership & Collaboration:** Ability to partner across the organization to align administrative practices with the University's mission and strategic priorities, serving as a visible and trusted campus leader.
- **Academic & Regulatory Expertise:** Deep knowledge of academic policies, FERPA compliance, and registrar best practices, with the ability to translate regulatory requirements into clear institutional guidance.
- **Data & Systems Acumen:** Demonstrated ability to manage complex student information systems and leverage data for decision-making, reporting, and continuous improvement.
- **Technology Vision:** Ability to identify, evaluate, and champion emerging tools—including scheduling platforms such as Coursedog—that advance service delivery and institutional effectiveness.
- **Communication & Influence:** Ability to communicate complex information clearly and build consensus across diverse stakeholders including faculty, academic leadership, and students.
- **Operational Agility:** Tolerance for ambiguity in a rapidly changing environment. Ability to balance daily operations with a forward-looking orientation toward innovation, process improvement, and service excellence.

## APPLICATION & NOMINATION PROCESS

---

All correspondence relating to the position of **Assistant Vice Provost and Registrar** at **Aurora University** should be directed in confidence to the University's executive search consultant:

**Christopher Healy, President**

Scott Healy & Associates

[chris@scotthealy.com](mailto:chris@scotthealy.com)

**A complete application should include:**

- Cover letter outlining your interest and qualifications for the position.
- Updated curriculum vitae (CV).
- Contact information for three (3) professional references with title, institutional affiliation, email address, and direct phone number. (No references will be contacted without written permission from the candidate.)

Applications received by **June 12, 2026**, will receive priority consideration. The search will remain open until the position is filled.

Aurora University is an Equal Opportunity Employer.

## **FAST FACTS**

---

<b>60+ Undergraduate Programs</b> <b>7 Residence Halls</b>	<b>20:1 Student-to-Faculty Ratio</b> <b>25 NCAA Division III Teams</b>
<b>70+ Student Clubs &amp; Organizations</b> <b>52% of First-Year Students Eligible for Pell</b> <b>97% of Undergrads Receive Financial Aid</b>	<b>41% of Undergraduates Are Transfer Students</b> <b>45 Miles From Chicago</b> <b>34% Are First-Generation College Students</b>

## **AURORA, ILLINOIS**

---

In the heart of the scenic Fox River Valley, amidst a tranquil, tree-lined residential neighborhood, you will find Aurora University. The city of Aurora is just 45 miles from downtown Chicago, home to numerous parks, trails, and the scenic Fox River, which provide ample opportunities for outdoor activities. Living here offers a blend of suburban comfort, cultural diversity, and convenient access to both urban and natural amenities.

With a population of nearly 200,000, Aurora is the second largest city in Illinois after Chicago. Family friendly, the city's revitalized downtown offers diverse restaurants, cozy coffee shops, bakeries, and a Victorian tearoom, as well as an Irish pub, tap house, and piano bar. Culturally,

residents and visitors enjoy more than 50 public art installations along with the David L. Pierce Art & History Center's rotating gallery of cultural heritage exhibits.

Outdoor enthusiasts will love the miles of trails, parks, and riverfront activities at RiverEdge Park. Animal lovers will enjoy the zoo at Phillips Park, home to more than 325 acres of parkland, trails, and an aquatic center that has provided free delight to young and old for more than 110 years. Aurora also hosts the oldest farmers market in Illinois.

Aurora offers comparatively more affordable housing relative to closer-in Chicago suburbs—an ideal combination of a congestion-free lifestyle and strong regional connectivity. Offering two commuter rail stops for easy access to Chicago and O'Hare International Airport, Aurora is situated along the Illinois Technology and Research Corridor. Chicago, just 45 miles east, offers world-class dining, museums, entertainment, architecture, and professional sports—all within easy reach of Aurora's welcoming, community-centered setting.