

# Janet Rogers

## Profile

### Career Summary

Twenty-five years of experience in Higher Education. Strong interest in a collaborative environment. Desire to build and maintain sustainable relationships with internal and external stakeholders.

- Strong leadership, diplomacy, and decision making skills
- Enjoys working on multiple projects and tasks
- Possesses excellent verbal and written skills
- Desires to help grow programs and develop new initiatives
- Collaborates well in a team-oriented environment, fostering innovation
- Maximizes team members, utilizing their talents for productivity, creativity and overall team-building

## Education

### Master of Arts in Education

Morehead State University, Morehead KY

### Bachelor of Business Administration (Teaching)

Morehead State University, Morehead KY

## Work Experience

### Taylor University, Upland IN

#### University Registrar

Full time

June 2008 to current

- ✓ Hire, train and coach new employees (conduct performance reviews) giving support through monthly staff meetings and provisions for professional development to promote enhanced performance for individual team members.
- ✓ Assist in the creation and facilitation of academic policies communicating appropriately (Deans' Council, Academic Policy Committee, Curriculum Committee).
- ✓ Validate accurate data for internal and external reporting
- ✓ Implement software to enhance Taylor's degree auditing system (DegreeWorks/Banner)
- ✓ End of term processing (grading, repeat checking, student academic standing)
- ✓ Provide Academic Calendar based upon approved guidelines
- ✓ Supervise athletic eligibility and VA benefits for students
- ✓ Oversee transfer credit for current and prospective student
- ✓ Work with students to degree completion (advising)
- ✓ Proficient in the student system (Banner)
- ✓ Maintain budget for Registrar's Office

### Indiana Wesleyan University, Marion IN

#### Director of Records

Full time

July 1996 to June 2008

- ✓ Cross-trained in all areas of a fast-paced environment
- ✓ Instituted in-house printing of diplomas
- ✓ Supervised large events
- ✓ Supervised large staff
- ✓ Conferred Degrees
- ✓ Created Master Schedule/Monitored Classrooms
- ✓ Worked Closely with Academically Deficient Students
- ✓ Evaluated transfer credit for current and prospective students
- ✓ Member of Curriculum, General Education, Academic Affairs, etc. committees
- ✓ Colleague Student proficient