

Jenni C. Robinson Reisinger

SUMMARY

Dedicated higher education professional and effective leader with a track record of implementing student-centered solutions in technology, policy and services. A sensible idealist, continuously exploring opportunities to enhance operations while balancing priorities, mandates and sustainability.

EDUCATION

May 2017 **M.S. in Information Technology**, California State University, Fullerton.

May 2009 **B.A. in History**, Cal Poly Humboldt. Honors: magna cum laude.

EXPERIENCE

Office of the Registrar, Cal Poly Humboldt - Arcata, CA

Interim University Registrar APRIL 2022 - PRESENT

Primary custodian of educational records, ensuring accuracy and security of student data. Provide leadership, support, and direction for a team of 12 professional staff. Manage department budget of over \$1.4 million. Serve as the campus authority on the most complex student records, graduation, registration, and privacy/FERPA issues facing the campus community. Evaluate complex student requests, petitions, retroactive withdrawals, etc., and issue final determination in line with policy and precedent. Work with staff to adjust priorities to meet evolving needs.

Co-Registrar SEPTEMBER 2021 - MARCH 2022

Shared duties of University Registrar role between the two Assistant Registrars during a transition. Navigated the “repopulation” of staff to in person operations, including covid concerns and protocols. Completed assessment of articulation role and secured ongoing base funding.

Assistant Registrar for Articulation, Evaluations & Graduation JUNE 2016-AUGUST 2021

Campus articulation officer. Maintain and publish course articulation agreements with 100+ California Community Colleges utilizing databases such as ASSIST.org, Transfer Evaluation System (TES), etc. Provide lead direction to Degree Audit (DARS) Analyst, Transfer Credit Analyst, and six Transfer & Graduation Counselors. Oversight of credit evaluation, graduation clearance, DARS, catalog and public intake areas.

Transfer & Graduation Counselor FEB. 2010 - JUNE 2016

Managed a busy transfer admissions and continuing student caseload for graduation clearance. Advise prospective, current and former students on requirements in one-on-one, classroom and large orientation settings. Lead for the Registrar’s Office on document imaging projects transitioning from paper files to an electronic workflow