



**Job Title:** Registrar

**Department:** Academics

**Position reports to:** Student Service Manager

**FLSA Status (Exempt/Non-Exempt):** Exempt

**Full-time/Part-time:** Full time - Temporary

**Dates:** July 1, 2022 to December 31, 2022

**\*\*\*Temporary Assignment\*\*\***

**Position Summary:**

School-wide responsibility for the management, security, and accuracy of student records; student registration; and institutional reporting as appropriate. Because SJNA is a boarding school, as the registrar, you have unique opportunities not present in traditional day-school settings. Also, the demands placed on academic members at SJNA exceed those of a traditional day school. As the School Registrar at SJNA, one must think beyond the basic job requirements and understand their role as more than just a job but a vocation that is a rewarding experience.

**Position Specific Requirements**

**Transcript Maintenance:**

- Maintain academic files of all current and past students.
- Transfer, create and build transcripts for new students.
- Work with other school counselors and registrars to coordinate, clarify and resolve the transfer of student records.
- prepare diplomas, for graduating class or replacement diplomas.
- prepare apostille documents for international students.
- Process administrative requirements for withdrawn and dismissed students.
- Serve as the primary contact and resource for student requests and questions related to academic records.

**Credits Verification:**

- Verify and interpret individual courses and credits of transferring students necessary to meet graduation requirements
- Coordinate dual-credit programs with appropriate colleges and universities.
- Review and process information of graduates for award of diplomas

**Academic Scheduling:**

- Enter course requests for the school year
- Create required sections and assign teachers.
- Create, add, drop and modify courses/classes to the curriculum as required.

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- Builds schedules for new students at fall and mid-term registrations; assist in developing the annual master academic schedule.
- Manage student registration by facilitating course availability for both the Middle and Upper School Academics.

### **Database Maintenance/Support**

- Responsible for management and setup of the student information system, student records section.
- Support academic departments with database management as needed.
- Guide policy, procedures, and best practices related to student records and ensure data integrity is maintained.
- Prepare academic progress, grade, and GPA reports

## **REGISTRAR RESPONSIBILITIES & QUALIFICATION**

### **Must possess abilities to:**

- Encourage others to implement better approaches to address problems and opportunities; lead the implementation and acceptance of change within the workplace.
- Use appropriate methods and flexible interpersonal skills.
- Maintain effectiveness when experiencing significant changes in work responsibilities or environment (e.g., people, processes, structure, or culture); adjust effectively to change by exploring the benefits, trying new approaches, and collaborating with others to make the change successful.
- Take prompt action to accomplish work goals; act to achieve results beyond what is required; be proactive.
- Demonstrate a positive attitude and approach toward work.

### **Knowledge/Skills/Abilities:**

- Should have strong interpersonal skills, organizational skills, and a desire to make a difference in a young person's life.
- Must have an appreciation for the importance of building and maintaining positive relationships with students, faculty, and administrators.
- Should demonstrate integrity and strong moral character.
- Must be able to work both independently and within a team.
- Should be technologically competent by modern workplace standards (email, word processing, find and utilize online resources, learn online grade book and SIS, etc.)

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**Education/Experience:**

- Associate's or Bachelor's degree preferred.
- If a candidate has significant work experience in the relevant field, exceptions are possible and determined on a case-by-case basis.

Interested applicants should email their resume to: [careers@sjnacademies.org](mailto:careers@sjnacademies.org)