



JOB DESCRIPTION

JOB TITLE: Registrar
REPORTS TO: Provost/Dean

GENERAL STATEMENT OF DUTIES:

Provide leadership and management of the Registrar's Office.

ESSENTIAL FUNCTIONS: (This may not include all of the duties assigned.)

1. Manage and direct the functions and staff of the Registrar's Office according to professional standards published by AACRAO and appropriate federal and state agencies.
2. Deliver course schedules, produce degree program worksheets and secure staffing for all courses from division/department chairs for all campuses.
3. Produce billable hour goals that meet institutional needs.
4. Provide oversight of academic records development and maintenance of CampusVue. Develop needed reports and an infrastructure that supports department and institutional goals, including needed enrollment reports, graduation statistics, online registration, and degree audit.
5. Ensure compliance for transfer credit, advanced standing, graduation evaluations, academic progress and accreditation. Assist seminary departments in ensuring accuracy of their program requirements. Ensure timely entry of grades by faculty. Oversee and regulate academic practices produced so they are compliant to the guidelines provided by ATS and HLC.
6. Establish and ensure the maintenance of records management systems, which provide accurate, accessible and timely data to the seminary, state and federal agencies as well as accrediting associations. Develop processes to accurately record, store and use accumulated records and credentials in a manner, which ensures security and confidentiality and protection of student records. Adhere to federal and state laws and guidelines, FERPA, state regulations and program audit guidelines. Administer and interpret federal and state policies and procedures. Serve as SEVIS primary designated school official.
7. As part of the educational programs team, provide leadership for developing and implementing student support systems as they pertain to registration/advising services/retention services within the seminary.
8. Ensure appropriate participation among staff during the development and review of enrollment goals, policies, and procedures as they relate to the seminary's vision and mission.
9. Provide oversight for the creation of and implementation of school policy and student appeals. Serve as a member of the Educational Policies Committee.
10. Serve as annual catalog editor. Develop and maintain departmental webpages.

11. Work with seminary committees as assigned.

QUALIFICATIONS: (Skills)

Attention to Detail

Close attention to detail for maintaining records, compiling files, data input and responding to inquiries with accurate information.

Reading/Writing/Math

Complex reading and writing for reviewing and editing forms and annual publications; preparation of correspondence and reports. Math required for statistical report compilations. Excellent writing skills for both external and internal constituencies.

Judgment/Decision Making

Ability to prioritize own work. Respond proactively by anticipating needs and demands of the office.

Verbal Communication Skills

Frequent and essential, with ability to quickly organize and communicate thoughts and to understand communication from others. Ability to interpret and communicate regulations, standards, and policies.

Social Skills

Capability to relate readily with all in the seminary community and pastors/lay leaders and foster cooperation and teamwork among staff and faculty. Ability to make students feel supported and welcomed with pleasant demeanor.

Planning

Ability to manage multiple projects and meet deadlines. High tolerance for interruptions while maintaining a courteous demeanor. Ability to take what one knows and apply it to what one does not know.

The individual must be able to do the work described above and be committed to higher education, particularly seminary education. Experience in the area of registration and records and a thorough understanding of generally accepted academic policies and procedures required. Demonstrate knowledge and understanding of enrollment management functions. Work experience should include a record of creativity, innovation, initiative, and successful development of staff. The exceptional candidate will cultivate and convey a collaborative management style.

EDUCATION/TRAINING:

The successful candidate will possess a master's degree in higher education administration, or related field. The individual must have a minimum of five (5) years related registrar work and supervisory experience. Experience in CampusVue and with ATS (The Association of Theological Schools) is desirable.

OUTCOMES: (What will be the contribution to the department from this position? How will that be measured?)

- Development of a strategic plan for increasing billable hours, new student registration/advising services and continuing student retention.
- Development of the office team with clarity of responsibilities and roles, and cross-training where appropriate to better serve students.
- Student issues or problems are resolved in a timely and professional manner.
- All student records, class schedules and registration materials are prepared and completed satisfactorily, on time, and in accordance with guidelines set by our accrediting bodies.
- Review of current processes, policies and procedures, make necessary changes, in order to enhance student experience.
- All federal and state reporting requirements are met on time.
- Students are counseled and receive timely communication concerning graduation requirements.
- Staff receives supervision, direction and professional development.

TYPICAL PHYSICAL DEMANDS AND WORKING CONDITIONS:

Work is performed in an office environment and involves extensive contact with other staff members. Requires prolonged standing, sitting, and frequent bending, stooping or stretching, and climbing stairs. May require occasional lifting up to 20 pounds up to waist height. Requires eye-hand coordination, manual dexterity for computer-related duties, and the ability to distinguish letters or symbols. Requires the use of office equipment, such as a computer and keyboard, telephone, and copy machines. Requires corrected vision and hearing within normal range.

Denver Seminary is an equal opportunity employer. Individuals of color are encouraged to apply

NOTICE TO APPLICANTS:

Please read this job description carefully and ask someone for help if you have difficulty understanding the functions of this job. Please describe any accommodations that you need in order to perform this job.

Accommodations needed:

I HAVE READ AND UNDERSTAND THE REQUIREMENTS OF THIS JOB AND CAN SAFELY AND EFFECTIVELY PERFORM ALL THE JOB FUNCTIONS LISTED ABOVE.

Signature _____ **Date** _____