



Position Description

Position:	Registrar
Department:	Academic Affairs
Full-time or Part-time:	Full-time, Exempt
Hours per week:	35
Months per year:	12
Work Schedule:	PTS Office Hours (in-person)
Reports to:	Associate Dean for Academic Administration

Job Purpose: The Registrar supports the academic mission and strategic priorities of the Seminary by providing oversight for the development, implementation, and management of processes and systems related to academic records, student registration, course scheduling, and conferral of degrees. The Registrar manages the student record database, distributes all formal academic information and records, ensures the security and integrity of academic records, certifies candidate eligibility for graduation, and provides degree audits to students. The Registrar constructs each academic year's calendar, prepares the academic year course schedule, and plans the semester examination schedules. The Registrar is responsible for managing student records in compliance with state and federal regulations, FERPA requirements, and AACRAO standards, and for submission of reports to meet institutional, federal, and accrediting requirements. The Registrar works closely with administration, faculty, staff, and students, and serves on several committees.

ESSENTIAL FUNCTIONS:

Registration and Records Management: 70%

- Provide oversight and management for the maintenance and integrity of all student academic records.
- Oversee student registration; recording and reporting of grades; transcript evaluations; information reporting; Seminary catalogue and handbook revisions.
- Manage processes for registration, drop/add, declaration of pass/fail, and audit in all degree programs.
- Monitor degree audits of graduating students; provide audits to students prior to registration for their final semester; alert students and advisors of any issues.
- Manage time-sensitive processing and publication of information for registration, course scheduling, academic calendar, final exam scheduling, classroom assignments, and annual revisions to the Seminary Catalogue and Handbook. Update the Registrar's webpages as needed.
- Prepare academic year course schedules in consultation with department chairs. Supervise semester room assignments.

- Serve as the expert on USDE regulations regarding enrollment tracking and reporting; ensure compliance with FERPA regulations.
- Serve as certification officer for the Veterans Administration.
- Monitor Registrar email and respond as needed to all inquiries.
- Maintain AACRAO membership and participate in professional development opportunities as are appropriate
- Manage other responsibilities as assigned.

Data-Informed Policy and Practices: 15%

- Generate and submit reports and statistical data as requested for internal or external purposes. Prepare and submit statistical reports to IPEDS, Association of Theological Schools, Middle States, SARA, National Student Clearinghouse, and New Jersey.
- Create a course scheduling process that is student-centered and lays out the full academic year, taking into account the needs of all degree programs.
- Be actively involved in the identification, selection, and implementation of student-facing technologies; maximize the use of Jenzabar One and other technology systems.
- Coordinate technology projects related to Registrar Office processes, reporting requirements, and data accuracy with Information Technology Services.
- Leverage data about student success to inform practice and policy decisions; identify trends and issues that need to be brought to the attention of other offices.

Collaboration with Other Offices and Entities: 15%

- Work collaboratively with the Coordinator for Registration and Academic Administration on shared administrative responsibilities, including commencement, the course proposal and course scheduling processes, and registration.
- Collaborate with the Associate Dean on the implementation of academic policies.
- Work closely with enrollment management on the identification of strategies to implement student-centered enrollment and registration processes.
- Prepare for commencement by certifying candidates for degrees, planning the commencement ceremony, ordering diplomas, and performing other tasks as needed.
- Oversee the MDiv/MSW program with the School of Social Work, Rutgers University.
- Liaise with inter-institutional partners, including Princeton University, New Brunswick Theological Seminary, Wesley Theological Seminary, and Jewish Theological Seminary.
- Upon annual election, serve as faculty secretary to record minutes.
- Serve on the International Admissions Sub-committee, Academic Standing Committee, Data Governance Committee, and Faculty Executive Committee. Serve as secretary of the Panel on Student Review.

QUALIFICATIONS AND SKILLS

1. 3+ years of registrar experience in higher education institutions with residential and online students preferred.
2. Bachelor's degree, Master's degree preferred.
3. Proficiency with Microsoft Office.
4. Direct experience with a student information system and a learning management system. Experience with Jenzabar One, Brightspace, and Slate a plus.

5. Thorough knowledge of federal and state laws and mandates related to enrollment and student records with an understanding of institutional compliance responsibilities, including FERPA.
6. Close attention to detail; organized and flexible; able to manage competing tasks and prioritize work in a dynamic environment.
7. Strong interpersonal skills and the ability to work effectively with a wide range of constituencies.
8. Exceptional reasoning, analytical, technical, and communication skills.

This description reflects essential functions of the position, it does not restrict tasks that may be assigned or changed at any time.

February 2025