



# Position Description

**Position Title:** Coordinator for Registration and Academic Administration

Department: Academic Affairs  
Full-time or Part-time: Full time, Exempt  
Hours per week: 35  
Months per year: 12  
Work Schedule: PTS Office Hours, 5 days a week in person  
Reports to: Associate Dean for Academic Administration

## **JOB PURPOSE:**

Reporting to the Associate Dean for Academic Administration, the Coordinator provides a broad range of administrative support in the Registrar's Office and for the Associate Dean.

## **ESSENTIAL FUNCTIONS:**

### **Administrative Support for Registration – 50%**

- Serve as first contact for the Registrar's Office, answering in-person and email inquiries.
- Manage and respond to the Registrar email account. Forward inquiries, forms, and petitions to the Registrar as needed.
- Assign rooms for courses and other academic events using the appropriate room scheduling software.
- Work closely with other PTS departments as needed regarding registration and course scheduling details (Bursar Office, ODL, Field Ed, and Auxiliary Services).
- Process transcript and education verification requests.
- Assist with managing student enrollment procedures, including registration requests and biographic data updates.
- Assist with inter-institutional registration.
- Support registration for Summer Language courses.

### **Administrative Support for Academic Administration – 25%**

- Work closely with Academic Affairs, departments, and faculty on submission of new or revised course proposals.
- Assist with process of updating the catalogue, the academic calendar, and the academic year course schedule.
- Attend and support fall and spring Mentoring Days.
- Attend and support Summer Advising sessions.
- Perform other administrative duties as assigned.

### **Administrative Support for Commencement – 25%**

- Serve as the contact person for ordering diplomas.
- Support the Registrar's review of applications to receive a Seminary degree.
- Work with Communications on the Commencement Bulletin.
- Prepare for and participate in the Commencement meetings.
- Work closely with other PTS departments as needed regarding commencement details (Bursar Office, Communications, and Auxiliary Services).
- Prepare graduation lists and other documentation as needed.
- Attend and support Commencement ceremony as needed.

## **QUALIFICATIONS AND SKILLS**

- 3+ years of experience in a higher education administrative support role preferred.
- Bachelor's Degree preferred.
- Ability to maintain confidentiality.
- Ability to work cooperatively and efficiently in a collegial manner.
- Excellent organizational and time management skills with a keen attention to detail.
- Ability to take initiative, self-motivate, and function autonomously.
- Confidence and competence in learning new technology and/or digital tools.
- Competence with various technologies preferred, including Microsoft Office Suite, Slate, and Jenzabar (J1).

***Princeton Theological Seminary reserves the right to amend this position description at any time.***