

Job Description: Registrar

Reports to: Executive Coordinator, Academic Dean

Days: Monday through Friday, 40-hour week as assigned

Paid Leave: 15 days (120 hours) per fiscal year (prorated)

Paid holidays per attached schedule

Status: Full-time, hourly, non-exempt

Hours: 7:00AM-3:30PM

General Qualifications/Requirements: Administrative office experience. Basic record-keeping background and expertise in typical office software programs, preferably including database applications. Professional verbal and written communication skills. Ability to relate positively with students, staff and public, and maintain confidentiality as required. Professional appearance and demeanor with customer service orientation. Proficiency in operating office machines: computers, scanners, copiers, printers. Valid driver's license.

Academic Support - under direction of Academic Dean:

- Prepare, maintain and process student schedules, report cards, transcripts, including forwarding transcripts and other records to support the college admission process
- Annually build and maintain school master schedule, under direction from Academic Dean
- Process individual schedule changes, under direction from Academic Dean
- Schedule college representative visits and/or other appointments for the Academic Dean

General Record Keeping and Student Information System Database - under direction of Executive Coordinator:

- Serve as administrative technical lead for all needs associated with school database and school records, including online access to records for students and parents.
- Complete student attendance as directed; follow up with teachers as needed
- Process newly enrolled students, ensuring that changes are noted on all appropriate records
- Update and maintain student information
- Collect state-required student health records
- Provide reports, interpret data as needed
- Process annual rollover of the Student Information System, including the archival of student records

General Office - under direction of Executive Coordinator:

- Answer and direct telephone calls; respond and direct voicemail messages as appropriate
- Greet visitors, respond to in-person requests within scope of authority, including students with minor medical needs
- Set up and serve as primary school contact for online bookstore

Administrative Support

- Provide administrative support to admissions office and summer program
- Annually review and help produce handbooks and course catalog
- Support the Administrative Leadership Team and serve as backup to other staff members as necessary

Other duties as required