Position Description

Position: Registrar
Department: Academic Affairs
Full-time or Part-time: FT Exempt
Hours per week: 35
Months per year: 12
Work Schedule: PTS Office Hours; flexible/variable based on programming needs
Reports to: Shawn Oliver, Senior Associate Academic Dean

Job Purpose: The Seminary Registrar provides strong leadership consistent with the academic goals and mission of the institution and leverages best practices to provide a student-centered approach, emphasizing exemplary service to all constituents. The Registrar functions at the nexus of academic-related policy and practice serving modern learners and empowering residential students pursuing masters and doctoral degrees as well as online degree and non-degree students. In light of the Seminary’s recent entry into online education and expansion of non-degree programming, the Registrar provides expertise in implementing policies and practices to best serve these online students. The role of the Registrar is one of bridge builder, collaborator, and problem solver.

ESSENTIAL FUNCTIONS:

Strategic Leadership and Direction 25% of time
- Provide strategic leadership to consistently improve the student, faculty, staff, and alumni/ae experience in regard to the services and operations of the registrar’s office.
- Actively participate in the process of reviewing and updating all academic policies in light of the Seminary’s shift to online education and expansion of non-degree programming; adjust registrar processes accordingly.
- Be actively involved in student engagement across the student life cycle.
- Guide the Seminary in being more student focused by placing the student at the center of decisions; be attentive to projects, policies, and practices to ensure students’ needs are considered; balance student-centricity with need of nonstudent stakeholders impacted by academic-record-related policy and practice decisions.

Oversight and Management 25% of time
- Provide oversight and management for the maintenance and integrity of all student academic records.
- Enforce academic-records-related policy while at the same time finding solutions to both student and nonstudent stakeholder issues.
- Oversee student registration for degree and non-degree programs; recording and reporting of grades; transcript evaluations; and information reporting.
- 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.
- Serve as the expert on USDE regulations regarding enrollment tracking and reporting; compliance with FERPA regulations; NSC, IPEDS, ATS, Middle States, SARA reporting.
- Serve as the Seminary’s Certifying Official for the Veterans Administration.

Data-Informed Policy and Practices 30% of time
- Lead collaborative efforts in making decisions about course offerings, the class schedule, student persistence, student retention, academic calendars, etc.
- 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.
- Lead all IT projects related to Registrar Office processes and reporting requirements.
- 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 20% of time
- Proactively address issues and work with other offices to respond to issues that arise.
- Work closely with enrollment management in identifying ongoing strategies to implement student-centered enrollment and registration processes.
- Work collaboratively with the Online Education area (e.g., LMS, scheduling).
- Prepare for commencement including candidates for degrees, ceremony planning, etc.
- 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, Faculty Executive Committee, secretary of Faculty Panel on Student Review, etc.
- Supervise staff in the office of the registrar.

QUALIFICATIONS AND SKILLS
1. 5+ years of registrar experience.
2. Experience with higher education institutions with online and non-degree students.
3. Knowledge and work with Jenzabar One, Brightspace, and Slate a plus.
4. Thorough knowledge of federal and state laws and mandates related to enrollment and student records with an understanding of institutional compliance responsibilities, including FERPA.

5. Close attention to detail.
6. Organized and flexible.
7. Ability to prioritize tasks when dealing with conflicting deadlines.
8. Ability to collaborate effectively with Seminary departments, offices, and personnel.
9. Exceptional reasoning, analytical, technical, and communication skills.
10. Skilled in bridge building, collaboration, and problem solving.

Prepared by: Shawn Oliver, John Bowlin

Date: April 19, 2023