



## REGISTRAR & ADMISSIONS COORDINATOR

### DETAILS

**Reports to:** Chief of Staff

**Hours:** 40 per week

**Status:** Exempt

### DESCRIPTION

The Registrar and Admissions Coordinator manages and executes the activities of the School Registrar's Office from the completion of an application for admission through acceptance of an admissions offer, and then ensures timely completion of those things required for the registration of students and maintenance of student records; coordinates student registration periods; manages the student record database, distributes all formal academic information and records, and ensures the security and integrity of academic records; coordinates the certification of student eligibility for graduation; provides institutional research for institutional, federal, and accrediting reports; coordinates assigned activities and fosters cooperative working relationships with faculty, staff, students, and representatives of religious communities having students at the School, the Graduate Theological Union (GTU), and the greater academic community; and performs related work as required. Manages student and course information in Populi and the exchange of data with the Moodle course management system.

### SKILLS REQUIRED:

- Excellent written and oral communication skills
- Strong organizational skills, priority management
- Confidential and responsible record management coordination requiring the use of independent judgment, tact and discretion
- Ability to interpret and implement policies, procedures, technical processes and computer application related to the Registrar's office.
- Computer literacy, especially in word-processing, e-mail, and data input. Experience in current Windows, Office, Excel, and Outlook required. Experience in PowerPoint, Access, Moodle, and Populi, is an asset
- Analyze and resolve procedural concerns and make process improvement changes to streamline procedures
- Research ability for report preparation
- Prepare correspondence and recommendations
- Ability to make accurate mathematical and statistical calculations
- Establish and maintain effective working relationship with staff, faculty, students and vendors

### PRINCIPAL DUTIES AND RESPONSIBILITIES

- **Student Records**
  - Manage, organize and maintain the School's student records and all related data
  - Maintain a high level of confidentiality in handling this data and ensure its security
  - Provide students, faculty, staff and regulatory agencies with information relating to registration schedules, class enrollment, fees, grades, degree program completion progress, and graduation.
  - Enter new student data in Populi (student information database)
  - Review the student grades and Assessment Portfolios each semester; reports to Academic Dean
  - Manage DSPT student transfer credits
  - Maintain student paper files for current students and alumni
  - Purge files as required

➤ **Admissions**

- Regularly updates the Director of Enrollment Marketing and the Recruitment team on the status of current applications for admissions
- In coordination with the Academic Dean, convenes and reviews completed applications for admission on a bi-monthly basis

➤ **Registration (Year-Round)** There are early, general, and late registration periods (2 week each) for each of the enrollment periods - Summer, Fall, Intersession and Spring.

- Create Course Scheduling Forms to send to GTU Consortial Registrar for GTU course schedule.
- Manage the changes and cancellations of courses with forms and notification to other GTU Registrars
- Notify students and faculty of early, general, late registration periods and deadlines for each enrollment period
- Assemble, distribute, and process all registration materials for continuing students (i.e. consent to release grades, acknowledgement forms, contact update forms, photo release, health insurance election, etc.)
- Review student credit, degrees, programs and rosters for accuracy
- Upload registrations into Moodle for all DSPT and Cross-registration courses
- Update demographic info in database
- Process changes in enrollment or student status (i.e. leave, withdrawal)
- Verify grades; follow up regarding missing or incomplete grades; prepare report with failing/ incomplete grades for the Academic Dean; print grade reports each semester for students, formation directors, and assessment portfolios

➤ **Seasonal**

- Coordinate the fall and spring new student orientations including setting the agenda, contacting participants and presenting relevant information to new students
- Coordinate thesis defense and graduation paperwork with students
- Prepare the fall and spring graduation candidate reports for faculty and board approval
- Coordinate the May commencement ceremony (invitations, program, hoods and gowns order, certificates, diplomas, citations, ceremony script, flowers, music, etc.)
- Prepare and distribute transcripts
- Initiate international student I-20 forms; report international student registration status in SEVIS (Homeland Security) system, work with DSOs, meet yearly with VSEP representative. Handle recertification of school every 3 years.
- Prepare annual reports for ATS, as well as other internal and external reporting requirements

➤ **Administrative**

- Assist in the establishment and implementation of the Registrar's Office policies
- Ensure compliance with established practices and keep students, faculty, and staff informed of current changes and standards
- Develop, revise and maintain a variety of forms
- Assist the Academic Dean with updating, printing, and distributing the *DSPT Student Handbook*
- Assist with *Academic and Administrative Calendar* updates and distribution