

The Position:

The Registrar is responsible for the timely and accurate maintenance of all current, incoming, and prior student academic records, including all registration, enrollment, transcript, and testing information.



The Registrar is also responsible for managing the records of course and testing offerings, requirements, schedules, changes, and transcripts for students and faculty. Additionally, the registrar's duties may include, but not be limited to:

Registration, Enrollment, and Schedule Management

- Coordinate with Admissions to ensure timely and accurate registration of new students and graduation / withdrawal of departing students and appropriate transfer of records.
- Coordinate with division leadership and department heads to maintain and manage the curriculum guide and Winter Term course catalogs.
- Coordinate with division leadership and department heads to manage and communicate course and faculty room assignments.
- Coordinate with division leadership and department heads, advisors, parents, and students to ensure each student's compliance and progress against graduation requirements.

Transcript Management

- Compile and manage student grades, and transcripts.
- Collaborate with Admissions, College Counseling, Advancement / Alumni Relations, and the Business Office to support students through their primary, secondary, college (including NCAA requirements as applicable), graduate, and post graduate professional needs.

Student Information Data

- Maintain the student information data / database (including biographical, academic, and other data).

Academic Management

- Maintain daily and annual calendars and schedules including special / alternative schedules.
- Manage standardized, AP, and college-related testing and associated record keeping.

Other

- Other duties as assigned.

Qualifications

- Bachelor degree required and advanced degree preferred.
- At least 5+ years of relevant progressively responsible post-graduate experience required. Database, records management, and/or scheduling experience in an education, corporate, and/or non-profit environment preferred.
- Familiarity and experience with FERPA regulations.
- Familiarity and experience with NCAA athletic eligibility requirements.
- Understanding of independent school communities and culture, preferably in a PreK-12 environment.
- Excellent oral and written communication and presentation skills.
- Experience leading and engaging all stakeholders –colleagues, parents, students, alumni, partners, vendors, and volunteers.
- Strong proficiency with computer technologies including database, scheduling, and productivity applications.
- Actively engaged in professional development and current best practices.
- Personable, positive, helpful personality; customer service mindset.
- Creative problem solver.
- Sensitivity, discretion, and a sense of humor.
- Detail-oriented with excellent organizational and planning skills.
- Ability to manage and prioritize multiple responsibilities simultaneously.
- Ability to manage competing demands, and adapt to frequent or unexpected changes.
- Demonstrated ability to use good judgment and maintain confidentiality.

Interested candidates should email resumes to Dr. Dan Dolan, Headmaster:

ddolan@gwa.com