

**Western Theological Seminary
Job Description**

Job Title	Registrar and Financial Aid Administrator
Department	Academic Office
Reports to	Vice President of Academic Affairs
Work Schedule	40 hours/week
Date	August 2017

Summary of Position

Assist in achieving the mission of Western Theological Seminary to “prepare Christians called by God to lead the church in mission” by providing administrative leadership for policies and procedures to support enrollment management and financial aid.

Essential duties and responsibilities (Other duties may be assigned as necessary)

In cooperation with other departments and with a focus on student care, responsible for the administration of academic records and financial aid.

Registrar

- Maintain student academic records for all programs including permanent records, degree audits, transcript preparation
- Serve as representative for Veteran’s Affairs
- Determine graduates, order and prepare diplomas
- Prepare and implement registration schedule and process
- Prepare and maintain academic calendars
- Prepare course schedules, classroom assignments with the academic dean
- Update course catalog as directed by curricular and policy changes
- Generate annual enrollment report
- Gather and report data, and serve as primary seminary contact for required federal government and Association of Theological Schools (ATS) reports
- Administer processes required to complete annual student, graduate and alumni questionnaires for ATS reporting
- Maintain the Student Information System (SIS) and implement the academic record software
- Administer the exit interview process for all degree programs
- Update designated sections of the seminary handbook
- Oversee the 24-month rule eligibility for Reformed Church in America students with their classis
- Assign faculty advisors to newly admitted students

Financial Aid

- Responsible for the implementation and administration of all federal and institutional programs, policies and regulations
- Serve as primary student contact for Financial Aid
- Serve on the financial aid committee to determine scholarships, communicate loan processes with students, determine eligibility for loans, perform certifications and maintain all files

- Report student eligibility and satisfactory academic progress to the lending organizations

Knowledge and Abilities

- Strong organizational and management skills
- Attention to detail
- Strong verbal and written communications skills
- Multi-task to meet deadlines and prioritize work
- Work with customer service attitude
- Maintain accurate records
- Encourage and counsel students while upholding seminary policies
- Maintain confidentiality
- Understand database software and its maintenance

Qualifications

- Bachelor's degree or equivalent experience
- Bilingual (English/Spanish) preferred
- Experience in database management; working knowledge of Microsoft Word, Excel