

Western Theological Seminary Job Description

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| Job Title | Registrar |
| Department | Academic Office |
| Reports to | Dean and Vice President of Academic Affairs |
| Work Schedule | Full Time |
| Date | April 2024 |

Summary of Position

Assist in achieving the mission of Western Theological Seminary to “form women and men for faithful Christian ministry and participation in the Triune God’s ongoing redemptive work in the world” by providing administrative leadership for policies and procedures to support enrollment management. The Registrar works collaboratively with the Dean, the Academic Office, and other departments and staff to support the student experience through accurate recordkeeping, clear communication, and effective design and implementation of academic policies and curriculum. The Registrar also serves and cares for students through advising and retention efforts.

Essential duties and responsibilities (Other duties may be assigned)

- Student Information System/Database Management
 - Maintain all program curricula and program records
 - Maintain student academic records for all programs
 - Grades
 - Course substitutions and waivers
 - Transfer credits
 - Degree audits
 - Transcripts
 - Responsible for FERPA compliance
- Registration
 - Set up all courses in Blackbaud
 - Prepare and maintain academic calendars
 - Prepare in-residence course schedules and classroom assignments
- Advising
 - Provide academic advising to students in person and by phone/video
 - Implement advising strategy and oversee other staff advisors
- Retention
 - Design, implement and oversee retention strategy that is student-focused and incorporates information from all components of students’ lives: academic, financial, relational, and vocational
- Graduation
 - Send “Intent to Graduate” announcement to all students
 - Determine list of graduates to send to faculty and Board for approval
 - Order and prepare diplomas
 - Confer degrees and mail diplomas
- Catalog
 - Update course catalog as directed by curricular and policy changes

- Internal/External Academic Relationships
 - Promote and maintain effective relationships with faculty and staff, collaborating on issues relating to curriculum, policies, and other areas of registrar responsibilities
 - Retain official accreditation documents
 - Retain official partnership documents and MOUs
 - Serve as liaison with external partners (Young Life, MFCA, etc.)
- Reporting
 - Generate annual enrollment reports
 - Post Clearinghouse reports
 - Gather and report data and serve as primary seminary contact for required federal government and Association of Theological Schools (ATS)
 - Administer processes required to complete annual student, graduate, and alumni questionnaires for ATS reporting
 - Serve as representative for Veterans Affairs
- Based on experience, duties may include implementation and administration of federal and institutional financial aid programs, policies and regulations

Knowledge and Abilities

- Organize and manage work effectively
- Attend to details and accuracy of records
- Work collaboratively
- Multi-task to meet deadlines and prioritize work
- Encourage and counsel students while upholding seminary policies
- Maintain confidentiality
- Understand database software and its maintenance

Qualifications

- Demonstrable mature Christian faith and commitment to ministry and service
- Commitment to the mission of WTS and its identity as an institution of theological education
- Bachelor's degree or equivalent experience
- Bilingual (English/Spanish) preferred
- Experience in database management, Blackbaud experience preferred
- Working knowledge of Microsoft Word, Excel
- Experience in higher education administration beneficial