Title of Position: Administrative Coordinator for Registration

**Department:** Academic Administration and Student Life  
**Job Status:** Part-time  
**Reports To:** Associate Dean for Academic Programming  
**FLSA Status:** Exempt  
**Work Schedule:** flexible, must be present in office during core hours, 9:30 am-3:30 pm at least 2 days/week  
**Positions Supervised:** none

**POSITION SUMMARY**  
The Administrative Coordinator for Registration ensures that students are registered for classes and are progressing through their degree programs. Reporting to the Associate Dean for Academic Programming, this person also provides information to students, faculty, and outside agencies regarding courses offered and statistics related to our academic programming.

**ESSENTIAL FUNCTIONS**
- Maintains the integrity and accuracy of the academic records of students in the Masters and Doctoral programs (including academic accommodation requests)
- Manages the registration process and monitors students’ academic progress
- Assigns and oversees classroom spaces
- Acts as a first-tier line of inquiry for students and faculty regarding academic progress
- Manages transcript requests online through National Clearinghouse as needed and at end of the semester for Dioceses as requested
- Provides Focus Data Solutions with information to update group email lists to maintain accuracy
- Produces enrollment reports for internal analysis, including ATS, NSLDS etc.
- Maintains the Registrar tab on the Hub
- Provides materials needed for Commencement
- Liaises with Washington Theological consortium, sending and processing cross-registrations and providing course listings and statistical information

**POSITION QUALIFICATIONS**

**Competencies:**
- Presents a positive image of the seminary to students, faculty and staff, visitors and external constituencies.
- Able to safeguard confidentiality by exercising discretion in communicating information to internal and external constituencies.
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Possesses exceptional communication skills.
- Remains competent and current in administrative best practices, particularly in the realm of higher education and theological education.
- Ability to advance projects independently.

**SKILLS & ABILITIES**

**Education:**
- Bachelor’s degree.

**Experience:**
- Basic knowledge of academic office procedures and practices.

**Administrative and Technological Skills:**
- Excellent verbal, written, and communication skills.
• Excellent attention to detail.
• The ability to develop knowledge of, respect for, and skills to engage with those of other cultures and backgrounds.
• Familiarity with or willingness to learn about the Episcopal Church.
• Facility with Microsoft 365, knowledge of database applications, experience with web-based platforms, facility with Blackbaud or willingness to learn.
• Ability to anticipate and address institutional and individual priorities and expectations.

PHYSICAL DEMANDS
• Must be able and comfortable sitting for long stretches of time, lifting up to 10 lbs, taking minutes in meetings requiring typing for extended periods, up to 2 hours at a time.

WORK ENVIRONMENT
• Work is performed primarily in an office at a desk.