Position Title: Registrar

Status: Exempt, 37.5 hours/week

Reports to: Senior Vice President of Academic Affairs, Dean of Faculty

Summary of Responsibilities:
Maintain records, registration and grades for students at the Iliff School of Theology.

Primary Responsibilities:
- All student transcript record keeping for students at the Iliff School of Theology including hard copy files and Jenzabar (database) files.
- Setting up all online registration for Master and DMin students for each quarter.
- Maintaining all transcribed information on Master and DMin students as well as former DMin and PhD students.
- Certifying and sending out official transcripts.
- Setting up catalog information in the database and updating each quarter's information online so students can register for each quarter.
- Updating degree changes, grade changes, name changes, course waivers, and transfer credits.
- Updating information in online degree audits so students have graduation information.
- Setting up grade input for faculty and checking to make sure all grades, grade changes, and Incomplete changes are recorded in a timely fashion.
- Securing all students records including fireproof file cabinets and fireproof vault.
- Administering cross-registration with the University of Denver and Denver Seminary and Course Provider
- VA Certifying Official including collecting records on VA students, updating information in files, certifying in VA once each quarter for payment of tuition, fees, and stipends. Attending VA Workshops each year for information. Updating information to Colorado State Approving Agency for certification each time changes are made to catalog and handbook.
- Annual processing of graduation applications.
- Update degree audits in Jenzabar and contact students to provide information on graduation requirements.
- Order regalia, diploma inserts and covers, provide information (past degrees, student names) for commencement program and editing commencement program.
- Assist in graduation ceremony including setting up hoods and diplomas at the venue for distribution.
- Post degrees and certificates for students who have successfully completed degree requirements.
- Collaborate with the Curriculum Committee to set up courses for each quarter, course numbering, and other notations.
- Update information in Jenzabar for approved courses. Provide information on policies and course information on course proposals.
• Partner with faculty and staff on FERPA compliance.
• Generate statistical information for ATS, PEDS, MEF, and general Iliff in-house information. Work on Infomaker in Jenzabar to pull students information for stats.
• Generate lists of students not attending each quarter and distribute Continuing Registration letters.
• Managing student academic records and forms such as Incomplete, Academic Petitions, Withdrawal, and Institutionally Withdrawn, etc. and update information in Jenzabar.
• Member of Academic Review Committee to review students on probation and Continuing Registration.
• Supervises a work-study student.

REQUIRED QUALIFICATIONS
Skills/Knowledge/Experience
• Ability to prioritize, organize, and delegate assignments.
• Read and interpret documents such as policies and procedures. Ability to write routine reports and correspondence. Speak effectively before staff, faculty, or other employees in the institution or in the community.
• Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
• Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
• Demonstrated use of intermediate computer operations.

Education
Bachelor’s degree (BA) from an accredited four-year college or university; one to two years related experience and/or training; or equivalent combination of education and experience.

Work Environment:
Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation and moderate noise level.

Physical Demands:
• Extensive periods of sitting, talking and listening
• Frequently operates a computer and other office productivity machinery
• Light physical activity performing non-strenuous daily activities of an administrative nature.
• Ability to transfer up to 25lbs.
• Minimal overnight travel (up to 10%)

Position Annual Salary Range: $44,000 - $57,200

Benefits:
Currently includes medical, dental, life and disability insurance, vacation, sick and holiday pay, and a tax-deferred annuity plan.

The Iliff School of Theology is an equal opportunity employer and as such prohibits unlawful discrimination on the basis of age 40 and over, race, sex, color, religion, national origin, mental or physical disability, genetic information, ancestry, sexual orientation, gender expression, creed, pregnancy, marital status, veteran status, or other legally protected statuses. Every person is treated equally according to their qualifications, abilities, and experience in conducting all personnel actions and procedures including, but not limited to, recruitment, hiring, placement, training, discipline, transfer, promotion, benefits, layoff, leaves of absence, compensation, and all other terms and conditions of employment. For more information, visit us at www.iliff.edu. Please submit a cover letter and resume to humanresources@iliff.edu. The position will remain open until filled.