Position Title: Registrar

Status: Exempt (Hybrid: Remote and On Campus), 37.5 hours per 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. Currently this is a hybrid position, requiring Tuesdays and one additional day per week on campus.

Primary Responsibilities:

1. All student transcript record keeping for students at the Iliff School of Theology including hard copy files and Jenzabar (database) files.
2. Working with the Dean and VP for Innovation to design student records for non-degree micro credentials.
3. Setting up all online registration for Master and DMin students for each quarter.
4. Maintaining all transcript information on Master and DMin students as well as former DMin and PhD students.
5. Certifying and sending out official transcripts.
6. Setting up catalog information in the database and updating each quarter's information online so students can register for each quarter.
7. Updating degree changes, grade changes, name changes, course waivers, and transfer credits.
8. Updating information in online degree audits so students have graduation information.
9. Setting up grade input for faculty and checking to make sure all grades, grade changes, and Incomplete changes are recorded in a timely fashion.
10. Securing all students records including fireproof file cabinets and fireproof vault.
11. Administering cross-registration with the University of Denver and Denver Seminary and Course Provider students.
12. 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.
13. 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.
15. Update degree audits in Jenzabar and contact students to provide information on graduation requirements.
16. Order regalia, diploma inserts and covers, provide information (past degrees, student names) for commencement program and editing commencement program.
17. Assist in graduation ceremony including setting up hoods and diplomas at the venue for distribution.
18. Post degrees and certificates for students who have successfully completed degree requirements.
19. Collaborate with the Curriculum Committee to set up courses for each quarter, course numbering, and other notations.
20. Update information in Jenzabar for approved courses. Provide information on policies and course information on course proposals.
21. Partner with faculty and staff on FERPA compliance.
22. Generate statistical information for ATS, PEDS, MEF, and general Iliff in-house information. Work on Infomaker in Jenzabar to pull students information for stats.
23. Generate lists of students not attending each quarter and distribute Continuing Registration letters.
24. Managing student academic records and forms such as Incomplete, Academic Petitions, Withdrawal, and Institutionally Withdrawn, etc. and update information in Jenzabar.
25. Member of Academic Review Committee to review students on probation and Continuing Registration.

REQUIRED QUALIFICATIONS

Skills/Knowledge/Experience

☐ 3 years experience with Jenzabar as a registrar or an assistant registrar
☐ Ability to prioritize, organize, and delegate assignments as the registrar of record for the school.
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; three years related experience and/or training; or equivalent combination of education and experience.

**Physical Demands:**
- Must be able to remain in a stationary position for extended periods of time (Approximately 65% of the position is spent in a stationary position.)
- Must be able to input information into and retrieve information from a computer, communicate, and exchange information for extended periods of time
- Light physical activity performing non-strenuous daily activities of an administrative nature.
- Ability to transfer up to 25lbs.
- Minimal overnight travel (up to 10%)
- **COVID:** Iliff requires its students, faculty, staff, and board to provide proof of COVID vaccination or exemption.

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

**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.

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Please submit a cover letter and resume to humanresources@iliff.edu. The position will remain open until filled.