



POSITION TITLE: Registrar

SUPERVISOR: Vice President of Academic Affairs

DESCRIPTION: As the official authorized keeper of the College's student academic records, the Registrar plans, organizes, and manages all activities related to the Registrar's Office. The Registrar's Office serves the academic needs of current and former students by maintaining academic records, overseeing course registration, and managing student data for external reporting.

SCHEDULE: Normal business hours for this position are Monday-Thursday, 8:30 a.m. – 4:30 p.m. However, you may be asked to work other hours for campus events such as graduation or when institutional needs arise.

SALARY/BENEFITS: Commensurate with experience; full-time benefits included.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Personally serve as the official authorized keeper of the College's student records according to FERPA guidelines and officially represent Criswell College as the FERPA point of contact
- Oversee the organization and administration of student academic records, registration, academic progress, and graduation functions (e.g., transcript evaluations, posting of final grades, academic standing processing) to provide maximum service to students while ensuring efficient and effective workflow
- Oversee student registration and processing of grades in courses offered under course-sharing agreements and serve as the principal point-of-contact for those outside and inside the College who can answer questions and resolve problems related to students enrolled in these courses
- Collaborate with administrators, staff, and faculty to facilitate and improve services, policies, and procedures that support prospective, current, and former students' academic records, registration, retention, progress, and graduation
- Optimize the use of technology applications to support the services offered through the Registrar's Office, including developing recommendations for the acquisition of new technology applications
- Assist Academic Affairs faculty and staff with academic advising and degree-completion planning for current students
- Assist Academic Affairs faculty and staff with the planning and scheduling of courses and curriculum changes
- Assist departments with internal and external reporting requirements as needed (e.g., annual financial audit)
- Assist Academic Affairs staff with the planning, rehearsal, and execution of all graduation-related events
- Assist in the oversight of the College's military benefits program and serve as a VA School Certifying Official

POSITION IS RESPONSIBLE FOR OVERSEEING THE REGISTRAR'S OFFICE TO:

- Hire, supervise, and evaluate Registrar Office staff members
- Propose an annual budget for the Registrar's Office and to administer the approved budget
- Maintain a comprehensive manual of procedures within the Registrar's Office

POSITION SPECIFICATIONS and KEY COMPETENCIES:

- A master's degree preferred, with a *minimum* of a bachelor's degree from an accredited college or university
- Ability to manage multiple projects with attention to detail, including effective record keeping
- Demonstrated understanding of how technology applications can accomplish the responsibilities within a Registrar's Office
- Progressive administrative experience, preferably within a higher education context
- Strong interpersonal, oral, and written communication skills
- Ability to establish and maintain effective, team-oriented working relationships
- Ability to collaborate effectively with other College departments and within cross-functional teams
- Ability to work successfully with diverse populations
- A positive attitude and ability to plan and adapt to change
- Sound decision-making skills that are proactive and forward-thinking
- Ability to assess situations and needs, and to assist accordingly
- Willing to affirm and to conduct their lives in conformity with the College's Articles of Faith (<https://www.criswell.edu/about/articles-of-faith/>) and the College's definitions of and commitment to ethical and moral integrity

CONTACT: Interested parties should send a resume with cover letter to

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