**Arizona Conference Corporation of Seventh-day Adventists**

**Job Description**

**Registrar**

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| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Department/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Benefits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor’s title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Job Overview

The Registrar, in his/her ministerial role, is vital to the faith formation of the next generation and performs a wide variety of tasks to help assure the smooth, efficient operation of the school counseling office, including meeting and greeting students, parents, staff, and the public. He/she answers questions or refers to counselors; promotes positive public relations for the school and performs general secretarial duties. Assists in designated administrative details using initiative and sound judgment. Advises department on specific area of responsibility. Requires knowledge of school policy and organizational structure, a high level of technical (well developed keyboard/computer, etc.) skills, high levels of tact, friendliness, and other aspects of strongly developed interpersonal skills plus proven organizational skill.

Authority, Accountability

Authority as delegated by the supervisor. Work is performed with limited supervision. Responds to own supervisor. Assignments are fairly routine and performed essentially independently, referring problems, concerns, etc., to supervisor for help. May supervise others.

Essential Job Functions

The Registrar’s responsibilities shall include, but are not limited to the following:

* Serves as a principal source of information on administrative, academic, and procedural matters to students, prospective students, faculty, and staff
* Processes applications for admissions. Ensures compliance with administrative policies and procedures. Assists students with the completion of forms. Reviews and verifies forms for completeness and accuracy
* Establishes and maintains student files, ensuring all personal, financial, and academic records are kept current and accurate. Monitors student records to ensure compliance to academic regulations and program requirements for graduation
* Maintains logs and records. Compiles statistical data and information. Summarizes data in reports or analyses
* Updates, edits, and writes program publications. Coordinates production and distribution of publications
* Coordinates teaching schedules for academic classes. Schedules classroom assignments
* Monitors financial records and activity
* Performs clerical functions incidental to office activities

Qualifications:

* Must be a Seventh-day Adventist member in regular standing
* Has strong knowledge of principles, policies and beliefs of the Arizona Conference and the Seventh-day Adventist Church
* Exhibits a commitment to the Seventh-day Adventist doctrines and lifestyle
* Expresses loyalty and interprets Arizona Conference philosophy, policy and procedures positively

Knowledge and Skills

* Possess demonstrated skill in maintaining and operating standard hardware and software
* Type/word process 55 wpm accurately and neatly
* Possess a "customer service" orientation, with excellent public relations skills
* Possess demonstrated skill in attention to detail
* Possess demonstrated skills in oral and written communication
* Possess demonstrated skills in filing with accuracy
* Possess a valid First Aid/CPR card
* Experiences frequent interruptions; may occasionally deal with distraught or difficult individuals
* Required to adapt to shifting priorities and to frequently rechannel work efforts

Physical Requirements

* Must be able to read, speak, hear and write
* Must be able to effectively communicate both orally and in writing
* Some standing, walking, bending, kneeling, carrying of light items, etc. required.
* Required to sit for prolonged periods
* Standard work hours, as defined by organization’s *Employee Handbook*, are required.
* Overtime is rarely required and never permitted without supervisor’s prior approval.

Working Conditions

Essential responsibilities are performed primarily in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well lighted and ventilated. Exposed to visual display terminal for prolonged periods. Potentially exposed to ordinary infectious diseases carried by students. Position does not require travel, either local or out of the area.

**\* \* \*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**