



UNION PRESBYTERIAN SEMINARY JOB DESCRIPTION REGISTRAR

PURPOSE:

The Registrar's primary responsibility is to make and keep student academic records and to provide information appropriately regarding these records. The Registrar also is charged with communicating the academic policies of the school and helping students, in consultation with Academic Dean and faculty advisors, to shape their academic plans within school policies and resources.

The Registrar works under the supervision of the Vice President for Academic Affairs and Academic Dean of Union Presbyterian Seminary. The Registrar supervises all staff in the Registrar's Office.

RESPONSIBILITIES AND DUTIES:

Preparing to Make the Record

- Works with the Admissions Office to assist incoming students
- Participates in orientation activities
- Updates student addresses in the campus database
- Develops a schedule of all courses
- Oversees production of registration packets
- Supervises collection and processing of registration records, checking for academic advisor authorization
- Provides forms for directed study course work
- Consults with the Academic Dean, degree program directors, and the Directors of Supervised Ministry and Vocational Planning
- Balances all section assignments
 - Screens for course size limits, schedule conflicts, course prerequisites, and all other faculty policies related to course enrollment
- Makes all classroom assignments
- Produces and makes book lists available to students
- Schedules classroom space
- Coordinates all scheduling of classroom use by outside groups:
 - Notifying campus security of these arrangements
 - Informing users of regulations and fees for use of the buildings
- For courses offered by institutions with whom the seminary is in cooperative relationships
 - Assists students to cross register
- Produces source data for student billing and works closely with the business office
- Notifies students with delinquent accounts:
 - Policy on registering for new classes

- Policy on receiving grades
- Policy regarding transcripts

Making the Record

- Monitors and assists faculty grade entry process at the end of each term
- Notifies professors of late grades and informs the Academic Dean
- Coordinates extensions and learning disability processes
- Evaluates students' requests for transfer credit in consultation with the Academic Dean and faculty departments
 - Prepares preliminary work ups for submission to the Academic Dean
 - Enters such credit on student transcripts
- Consultations with students regarding degree requirements
- Processes student requests to move from Dual status to either MDiv, MACE, or MAPT degree alone. Informs the Academic Dean of any such changes in degree status.
- Records changes of name, academic status, degree program
- Communicates grade appeal policy
- Evaluates transcripts in consultation with the Academic Dean and faculty department
- Certifies all graduands:
 - Provides graduand lists to Academic Dean and appropriate offices on campus
- Commencement preparation and assistance:
 - Proof reads commencement bulletin copy
 - Proof reads all diplomas
 - Organizes diplomas and academic hoods
 - Assists the President and Academic Dean at commencement exercises
- Transfers the academic files of graduates to alumnae/alumni office annually

Verifying the Record

- Verifies enrollment and generates billing for payment of official transcripts
- Researches archival materials to substantiate the record
- Monitors student GPAs, applying and notifying academic warnings and probations as necessary. All academic warnings and probations are reported to the Academic Dean's Office.
- Issues official notifications to students regarding leaves of absence (Academic Dean decision), exceptions to faculty policy (follow up to Academic Dean or CAP decisions), and withdrawals (from courses or a degree program).
- Administers academic policies found in the Academic Catalog. Issues official notifications of academic warning or academic probation, when student GPAs fall below stipulated levels. Situations involving unique circumstances and/or the interpretation of academic policy will be forwarded to the Academic Dean. All policy notices to students are copied to the Academic Dean.
- Stores documentation regarding incidents of academic dishonesty
- Serves as the Certification Officer for military veterans to the VA
- Serves as IPEDS Key holder
- Works with technology resources staff to produce statistical reports for state and federal agencies for denominational and accrediting boards
- Coordinates reports from admissions, financial aid, and business offices
- Provides statistical data for internal use and for publication
- Reports student course load data to the financial aid office as requested

Service to the Academic Community

- Attends faculty meetings and works closely with Academic Dean and faculty
- Participate in meetings of the Committee on Academic Programs (voice but no vote)
- Monitors number of directed studies. Reports these figures to VP for Academic Affairs and Academic Dean
- Participates in developing the academic year calendar
- Proofreads and edits some institutional documents, including catalog copy for accuracy
- Other duties as assigned

KNOWLEDGE AND SKILLS:

- Education at or beyond the level of Master of Divinity or Master of Arts/Master of Divinity (preferred)
- Supports the work of the Academic Dean
- Strong computer skills, including familiarity and facility with SONIS and Blackboard
- Continuing education in both academic and administrative areas
- Regular attention to the legalities of records management through conference attendance and reading of professional publications is necessary
- Excellent written and verbal communication skills
- Understanding of institution's mission, programs, and policies

WORKING CONDITIONS AND BENEFITS:

- Hours are generally Monday to Friday from 8:00 a.m. to 4:30 p.m. on the Richmond Campus
- Position requires available to travel out of town, generally for no more than two nights per year
- Full-time administrative staff benefits apply

EXEMPT STATUS:

- Exempt position (Employee is not eligible for overtime compensation)

ACCOUNTABILITY:

The Registrar shall be accountable to the Academic Dean for the exercise of his or her responsibilities. A review of his or her yearly goals, objectives, and performance shall occur annually with the Academic Dean. Such a review will be in accordance with the personnel guidelines of the seminary.

Revised, February 2023