



Associate Registrar and Academic Services Coordinator

Summary:

The Academic Services Coordinator/Associate Registrar serves as a member of an integrated student-services team. Supporting students, the Coordinator serves as primary student contact for academic support, and helps coordinate academic support services, including registration, orientation, online-classroom experience, and commencement. Working with faculty, the Coordinator supports accreditation work of the Dean and faculty, online classroom technologies, and faculty advising. The Coordinator reports directly to the Registrar/Director of Academic Services, and, through the 2017-18 academic year, will support the Registrar/Director's work transitioning to the seminary's new Student Information System (SIS). The Coordinator works directly with the Academic Dean as to academic issues, and with the Associate Dean/Chaplain as to worship and student issues.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Coordinates academic student services

- Serves as primary student contact for academic support services
- Manages student SIS and online-learning accounts, in partnership with Registrar/Director and faculty
- Creates and maintains student email addresses
- Assists and supports Welcome Week/orientation, including training and support for student registration, and scheduling GTU tour, student IDs and other orientation activities
- Assists and supports graduation/commencement
- Maintains and publishes academic calendar
- Partners with Associate Dean, Registrar/Director of Academic Services, Director of Student Services, and Communications colleagues in annual revision and update of Student Handbook and directory
- Assists Business Office and Associate Dean in maintenance of student accounts
- Participates in regular meetings of student-services staff

Supports registrar function

- Cross-trains to provide back-up for all functions performed by Registrar
- Supports student registration
- Supports maintenance of student records in SIS
- Provides transcripts upon request
- Supports reporting to accrediting and regulatory bodies
- Supports degree audit and faculty advising
- Verifies and administers student health-insurance requirements

Assists and supports assessment, accreditation, and compliance activities of the Dean and Faculty

- Supports accreditation, reporting, and assessment requirements (WASC, ATS)
- Creates and administers process for assessment data collection through online resources (Moodle and SurveyMonkey), including assessment surveys, charts/matrices, and ongoing assessment data collection
- Coordinates ATS entering and graduating student questionnaires (ESQ and GSQ)



- Facilitates communication and training for evaluators

Provides administrative and technical support to faculty

- Manages and supports faculty use of Moodle and online resources
- Supports faculty advising
- Creates and implements standardized course evaluation questionnaires, and maintains records of same
- Maintains online bookstore and coordinates classroom schedule

Supports Associate Dean of Student Life/Chaplain

- Administrative support for Chaplain, including preparation of chapel bulletins and management and processing of counseling vouchers

Personal skills:

- Acts professionally (reliable, on-time, cheerful, hospitable)
- Able to multi-task
- Able to work with a variety of constituents/personalities and prioritize projects
- Honors confidentiality
- Relates well to faculty, staff, students, & seminary guests
- Works with little or no supervision with excellent analytical and problem solving abilities
- Critical thinker that is able to manage multiple projects and prioritize responsibilities
- Excellent verbal and written communication skills
- Is an organized self-starter
- Team player

Computer Skills:

Knowledge of and experience working with software systems related to academic student information systems and online classroom technologies; advanced knowledge of MS Office Suite (Outlook, Word, PowerPoint, Access, Excel), and willingness to learn various software packages related to online education design and creation (e.g., Photoshop, Dreamweaver, Flash, Moodle experience a plus). Strong Windows Operating System skills (Macintosh experience a plus).

Education/Experience:

Bachelor's degree (B. A.) from four-year college or university; or 3-4 years of related experience and/or training; or equivalent combination of education and experience.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies; attention to detail; identifies and resolves problems in a timely manner; maintains confidentiality; communicates effectively; makes self available to faculty and co-workers; follows policies and procedures; supports organization's goals and values; able to deal with frequent change, delays, or unexpected events; generates suggestions for improving work; exhibits sound and accurate judgment

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or



ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to respond to common inquiries. Excellent verbal communication skills.

Math Ability:

Ability to add & subtract. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to understand and work with budget coding.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Supervisory Responsibilities:

Occasional supervisory responsibility for part-time student workers

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus.

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