



4500 Massachusetts Ave., NW ~ Washington, DC 20016 ~ (202) 885-8600 ~ Fax (202) 885-8605 ~ [www.wesleyseminary.edu](http://www.wesleyseminary.edu)

## POSITION ANNOUNCEMENT

- Position:** **Associate Registrar, Office of the Registrar**  
Full-time position, Exempt
- Salary:** 40k with excellent benefits, including tuition remission for American University.
- Summary:** The Associate Registrar assists the Registrar in accomplishing the goals of the office, including student registration requests, record maintenance; database implementation and monitoring; information collection and distribution; planning, execution and evaluation of student services; policy monitoring; enrollment management; and participation in student service committees and planning.
- Description:** Manages day-to-day operations for the Registrar's Office, including troubleshooting student and staff needs, answering all general electronic communication, advising students regarding academic requirements and seminary policy, and supervising Records & Registration Coordinator; creates, maintains and distributes data ; responsible for various Registrar's Office website updates; coordinates registration for the Washington Theological Consortium; directs most aspects of annual graduation process, including graduation website; manages faculty advisor assignments, grade collection and distribution; responsible for communicating semester registration deadlines to students; performs Degree Audits; responsible for aspects of schedule set-up and maintenance for each semester; provides Seminary with annual FERPA compliance training; maintains storage and security upkeep; represents Registrar's Office on various campus committees; and executes general administrative tasks.
- Qualifications:** Independent self-starter with an capacity for database management and facility with current PC applications, including Datatel and SSRS reports; willingness and aptitude to learn new technology; excellent people skills with an enthusiasm for supervisory and front-line work; proven record of organizational skills; ability to multi-task; comfort with and compulsion about attention to detail.
- Bachelor's Degree required. At least three years of work experience at a college or University and a Master's Degree in Higher Education or a similar field preferred.
- To Apply:** Send cover letter and resume to:  
Yasmin R. Lewis-White, Director of Human Resources  
**Email:** [hr@wesleyseminary.edu](mailto:hr@wesleyseminary.edu)

**Posted:** December 7, 2015                      **Closes:** When filled

**Wesley Theological Seminary is an equal opportunity employer. Due to confidentiality, WTS students are ineligible.**