



Position Title: **REGISTRAR/DIRECTOR OF INSTITUTIONAL RESEARCH**

Location: Detroit, Michigan

Hiring Institution: Sacred Heart Major Seminary

Position Description:

The Registrar/Director of Institutional Research is responsible for providing academic and administrative leadership through the planning and implementation of academic policies and procedures, overseeing the Office of the Registrar, which includes serving as the official authorized keeper of the seminary's student records, administering the student records module of the seminary's SIS, and serving as the institutional researcher.

#### **ESSENTIAL DUTIES AND TASKS REQUIRED BY THIS JOB**

1. Participate and serve as part of the Dean of Studies Administrative Team, collaborating in establishing, implementing, and interpreting academic policies and procedures; lead initiatives as determined by the Dean
2. Oversees the organization, security and verification of all student records
3. Hires, supervises and evaluates the Office of the Registrar staff
4. Responsible for the development, implementation and oversight of the annual Office of the Registrar budget and strategic plan
5. Responsible for assurance of seminary compliance with all federal and state academic requirements (i.e., state authorizations, contact hours, and certain other Title IV and/or HEOA compliance matters)
6. Manages the development and publication of the schedule of classes; coordinates course schedule changes as needed
7. Coordinates graduation events
8. Creates and publishes the annual academic calendar
9. Responsible for setting up new faculty in EMPOWER XL and files tickets for new faculty account creations
10. Responsible for the posting of degrees and academic honors, building new catalogs and conducting annual rollovers in EMPOWER XL
11. Manages the curriculum management process in collaboration with the Assistant Dean of Studies/Director of Accreditation and Academic Advising
12. Supervises all course, program and related record keeping systems
13. Ensures the optimum use of technology in systems development and maintenance, including the maintenance of the official taxonomy of courses
14. Oversees the training of faculty and staff in FERPA guidelines

15. Serves as the seminary's FERPA compliance officer
16. Responsible for development, implementation, and training of the Student Records Web Component to student database, including online registration, class lists, grading, attendance, and advisor file information
17. Collaborates with the Technology Manager in the administration of EMPOWER XL
18. Provides leadership in student and faculty policy exceptions
19. Collaborates with administrators, deans, faculty, IT, and other appropriate staff to facilitate and improve services to students
20. Maintains the information on the Office of the Registrar web pages
21. Participates in professional development activities, including attendance at MACRAO, AACRAO, and GEMS (EMPOWER XL) conferences, as budget allows
22. Oversees institutional research, including the completion of all necessary federal, state, diocesan, and organizational reporting (e.g., IPEDS, HLC Annual Data Update, ATS Annual Report, CARA, etc.)
23. Provides lead responsibility for creation of custom reports from requesting offices
24. Serves on seminary committees as assigned
25. Other duties as assigned by the Dean of Studies

### **QUALIFICATIONS**

1. Bachelor's degree required; Master's degree is highly preferred
2. Minimum of three to five years of progressively responsible records and registration experience; supervisory experience required
3. Ability to exercise sound judgment and to work under pressure
4. Demonstrated experience and proficiency in computer hardware and software, including database applications/student information systems (EMPOWER XL, preferred) and Microsoft Office Suite; willingness to learn the seminary's student information system, EMPOWER XL, is required
5. Expertise in, and experience training others on FERPA
6. Exceptional attention to detail and accuracy, strong organizational and project management skills required
7. Strong written, verbal and presentation communication skills required
8. Ability foster and maintain collaborative relationships with faculty and staff
9. Exceptional interpersonal skills
10. Able to work an occasional evenings and weekends
11. Committed to supporting and advancing the seminary's mission

Please submit curriculum vitae, listing three references, by March 23, 2020 to:

Attention: Ann Marie Connolly, Director of Human Resources  
 Email: [connolly.ann@shms.edu](mailto:connolly.ann@shms.edu)  
 Mail: Sacred Heart Major Seminary  
 Attn: Ann Marie Connolly, Director of Human Resources  
 2701 Chicago Blvd.  
 Detroit, MI 48206  
 Phone: 313-883-8587

Start Date: July 1, 2020 (negotiable)  
Compensation: \$60,000 to \$65,000 plus benefits

**About the Institution:**

Founded in 1919, Sacred Heart Major Seminary is a Roman Catholic seminary consisting of a fully-accredited, four-year College of Liberal Arts, as well as a fully-accredited graduate School of Theology. The seminary primarily forms priests according to the Heart of Jesus Christ the Good Shepherd, and further, prepares priests, deacons, and lay ecclesial ministers, equipping them for the work of ministry in the New Evangelization. The institution has approximately 500 students, including individuals from other countries; most students are enrolled on a part-time basis.

Sacred Heart Major Seminary is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the seminary may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.