REGISTRAR/DIRECTOR OF INSTITUTIONAL RESEARCH

Location: Detroit, Michigan
Category: Administration – Records & Registration
*some evenings and weekends required

Type: Full-time (35 hours/week)*
Hiring Range: $60,000-$65,000 USD/year
Salary Classification: D (exempt)

BASIC FUNCTION OF POSITION

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 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 other applicable 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. Administers EMPOWER XL for the seminary in collaboration with the Director of Educational Technology
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 to work as part of a team and maintain collaborative relationships with faculty and staff
9. Able to work an occasional evenings and weekends
10. Committed to supporting and advancing the seminary’s mission

ABOUT SACRED HEART MAJOR SEMINARY

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 mission of the institution is to educate and form candidates for the Roman Catholic priesthood and to prepare men and women for diverse lay ministries and other leadership roles in the Church. The institution has approximately 500 students, including individuals from other countries; most students are enrolled on a part-time basis.

Salary is commensurate with experience, within the stated range. Sacred Heart Major Seminary offers an excellent benefits package.

To ensure full consideration, please submit a cover letter addressing the qualifications of the position, résumé and contact information for three professional references to: Ms. Ann Marie Connolly, Director of Human Resources, Sacred Heart Major Seminary 2701 Chicago Blvd. Detroit, MI 48206, or email connolly.annmarie@shms.edu. 

Primary consideration will be given to those individuals who apply on or before Friday, September 11, 2015. Sacred Heart Major Seminary is an equal opportunity employer.