

Upper School Registrar

St. Andrew's Episcopal School in Austin, Texas is seeking an Upper School Registrar. This is a full-time administrative position with competitive salary and attractive benefits. Applicants must be competent in executing complex clerical tasks, with excellent computer skills and experience working with faculty and school families. Database experience and familiarity with Blackbaud systems are strongly preferred. Duties include but not limited to:

- Transcript management
- Course scheduling
- Course registration
- Grade reporting
- Attendance recording
- Academic and athletic credit monitoring
- Room scheduling
- Student records management
- Student enrollment and withdrawal reporting

The Upper School Registrar reports to the Head of School and Head of Upper School and must work closely with the Admissions Office, the Dean of Students Office, the College Counseling Department, Business Office, and other program supervisors. Applicants must submit a resume and a list of three references.

St. Andrew's is a co-educational Episcopal day school, enrolling approximately 850 students on two campuses in Austin, Texas. The school strives to help young people achieve their potential not only in intellectual understanding but also in esthetic sensitivity, physical well-being, and moral decisiveness so that they may lead productive, responsible lives, not only for themselves but also for their community. St. Andrew's embraces the Episcopal identity of spiritual and religious growth integrated into the curriculum and life in the school community. Daily chapel is held in all grades. For more information about St. Andrew's School in Austin, please access our web site: www.sasaustin.org

St. Andrew's employs individuals without regard to race, religion, sex, national origin, age, marital status, sexual orientation, disability, citizenship status, or any other characteristic protected by federal, state, or local law. St. Andrew's is committed to providing equal opportunity in all personnel actions and in the administration of all policies and programs.

Please enclose resumes (electronic or printed) to:

Richard C. Mischinski
Head of Upper School
St. Andrew's Episcopal School
5901 Southwest Parkway
Austin, TX 78735
rmischinski@sasaustin.org