

(The Rev'd) David O. Browder, Rector | Dr. William Mott, Interim Head of School

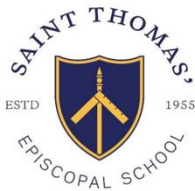
Registrar Reports to Head of Upper School

Saint Thomas' Episcopal School employs individuals who are committed to upholding our mission of forming honorable men and women through a classical education grounded in a Christ-centered worldview. All faculty and staff are expected to understand and promote the mission, standards, and policies of the School.

We are seeking a passionate, experienced, and dependable Registrar to manage and oversee Saint Thomas' current and archived student records, manage the student information system, and ensure that all of the School's student databases and related offices are in alignment. This position will require an individual who is able to handle a wide range of responsibilities including administrative tasks.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Maintain physical and computerized records including student cumulative folders, class rosters, schedule changes, legal documents, and grade books.
- Assist in building and implementing the year-round master schedule to track student requirements for graduation.
- Coordinate verification and correction of grades and the printing and distribution of report cards.
- Meet school deadlines for processing and reporting student data.
- Assist Admissions with processing new student records, including requesting transcripts and records from other schools, setting up cumulative folders, and entering student data into appropriate databases.
- Process and transmit requests for former student information, including student transcripts for colleges and universities.
- Work with IT to ensure the smooth operation of the school's databases.
- Assist admissions with the enrollment, withdrawals, and transfer of students and process applicable records.
- Follow the professional code and policies of the school and conduct oneself in a way that promotes the mission of the school.
- Utilize Google Suite, in particular Google Drive, Docs, and Sheets.
- Attend all faculty and staff meetings and required special events (e.g., open houses, Spaghetti Supper, Fall Fair).
- Perform other duties as assigned.



(The Rev'd) David O. Browder, Rector | Dr. William Mott, Interim Head of School

- Education / Certification:** Bachelors Degree in related field
- Required Experience:** Three to Five years of clerical experience
- Required Knowledge:** Proficiency in VeraCross Axiom Computer Knowledge, MS Office, Google Docs
- Position Type:** Full-time, twelve-month position.

Skills / Abilities:

- An extremely well-organized, detail-oriented individual with a high energy level and an accompanying sense of urgency.
- Strong communication and interpersonal skills, with an ability to communicate effectively and professionally; including, the ability to communicate technical information in a clear and understandable manner to non-technical stakeholders.
- Strong analytical skills. Well-developed interpersonal skills to deal effectively with a wide range of constituents, including those at senior levels.
- A person of unquestioned integrity who has an impeccable reputation, honors commitments, and deals with people in a straightforward and personal way.
- Someone who responds well to criticism and deals successfully with complex and challenging people and circumstances.
- Ability to work comfortably in a collaborative environment.

Compensation and Benefits:

Compensation is dependent upon experience and degree obtained.

Qualified applicants may submit a resume and completed application (available at stes.org) to Jeri Wisdom, Human Resources Generalist at wisdom.jeri@stes.org.

STATEMENT OF NON-DISCRIMINATION

Saint Thomas' Episcopal Church & School (collectively the "School") prohibits discrimination in employment because of race, color, national origin, citizenship, sex, disability, or veteran status.

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.