

Position Announcement

Garrett-Evangelical Theological Seminary Director of Registration Services

Garrett-Evangelical Theological Seminary is a progressive institution offering rigorous, intellectually challenging academics paired with commitments to racial justice, child advocacy, ecological regeneration, and intentional spiritual formation that trains the mind, body, and spirit. Through a diverse curriculum, students are stretched theologically and exposed to new models of ministry that equip them for transformational religious leadership in the 21st century. Founded in 1853 and located on the campus of Northwestern University in Evanston, Illinois, Garrett-Evangelical Theological Seminary prepares scholars and leaders to serve the church, the academy, and the world.

THE POSITION

Reporting to Dr. Mai-Anh Le Tran, vice president for academic affairs and academic dean, the director of registration services supports all activities related to academic records, academic scheduling, and student registration for all degree programs and is the official authorized keeper of the institution's student records. The position is part of a team of administrators and deans who support Academic and Student Services, including hiring, supervision, and evaluation of full-time employee(s) and student assistant(s).

The director of registration services will work collaboratively with the deans, degree directors, faculty chairs, and the offices of Student Enrollment and Student Life to implement policies and procedures in the academic handbook and academic catalog. In collaboration with the academic dean and associate dean for accreditation, assessment, and institutional research, the incumbent will assist in implementing and monitoring strategies for educational assessment of all academic programs and institutional assessment. In addition to the enforcement of all academic regulations, the director of registration services is responsible for leveraging technology to design forms and reports, improve and automate communication, and develop streamlined processes in response to faculty, staff, and student needs; provides leadership in maintaining academic standards as prescribed by deans and faculty in alignment with the school's mission and in compliance with local, federal, and state laws and regulations and accreditation guidelines; and has a capacity for infusing diversity, equity, inclusion, and anti-racism practices in all interactions. The director also serves as the compliance officer and trainer for the Family Educational Rights and Privacy Act (FERPA).

QUALIFICATIONS

The successful candidate will possess a bachelor's degree with significant, documented, progressively responsible experience in a leadership position within a college or university registration office. The next director of registration services will have experience with complex registration services for graduate studies, handling and overseeing various types of (cross)-registrations, managing student records, preparing transcripts and Continuing Education Units (CEUs), designing and executing reports, and providing statistical data for required government or accreditation reporting. Additional requirements include excellent critical thinking and interpersonal skills, including tact, diplomacy, and flexibility; excellent verbal and written communication skills; ability to establish and maintain effective and collaborative working relationships with other administrators, faculty, and students; exceptional technical expertise including student information databases, specifically Jenzabar J1, Infomaker, JICS, SmartEvals, WEAVE; and outstanding organizational skills and the ability to coordinate systems and processes while engaging other stakeholders. Candidates possessing a master's degree, ten years of experience as a

manager of registration services, and experience using the Jenzabar student information system are highly preferred.

APPLICATION AND NOMINATION

Review of applications will begin September 13, 2021 and continue until the position is filled. A resume with an accompanying cover letter may be submitted via the Spelman Johnson website at www.spelmanjohnson.com/open-positions. Nominations for this position may be emailed to Anne-Marie Kenney at amk@spelmanjohnson.com. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

Visit the Garrett-Evangelical Theological Seminary website at <https://www.garrett.edu/>.

Garrett-Evangelical Theological Seminary does not discriminate, or permit discrimination by any member of its community against any individual, on the basis of race, color, religion, national origin, sex (including pregnancy), sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, genetic information, or any other classification prohibited by law in admissions, recruitment, financial aid, employment, housing, services, or in its educational programs or activities.