

## American Baptist Seminary of the West

### **Registrar and Director of Student Services**

#### POSITION DESCRIPTION

##### Summary of position:

This is a key administrative role in a consortium-related seminary. Position is focused on the recruitment, admission, and enrollment of students, and to a lesser degree the provision of ongoing community and support services to the student body.

Reports to: Academic Dean

##### Specific Responsibilities:

##### **Registrar**

- Oversee the registration processes for all students and auditors
  - Work with Academic Dean and faculty to complete listing of course offerings and schedules
  - Master all requirements, electives, prerequisites, and deadlines for each degree and certificate
  - In cooperation with Graduate Theological Union (GTU) Central Registrar, establish and conduct online and in person registration processes at appropriate times each year
- Oversee all academic record-keeping for students and auditors, including but not limited to:
  - Establishment and maintenance of students' official files/records
  - Grades
  - Transfers, incompletes, grade & enrollment changes
  - Transcripts
  - Class rosters
- Work with the GTU Central Registrar to ensure the maximum integration of ABSW and cross-registration resources.
- Oversee the scheduling of classes, room assignments, rosters, and other logistics related to ABSW's academic programs and degrees
- Manage online bookstore
- Play key role in planning for commencement including audit of students eligible for graduation and help in planning the ceremony
- Ensure compliance with state requirements for distance education
- Assist in student orientation
- Collate and submit all relevant government and accreditation reports in an accurate and timely manner

## **Student Services**

- Work with faculty and staff to build a vibrant student community
  - Relate to student body meetings
  - Facilitate social gatherings, shared meals, etc.
  - Publish communications (print and electronic media) to maximize student connections and awareness of resources and opportunities
- Provide information and support for student access to technology (enrollment, logging on, etc.)
- Serve as point person for key student services:
  - Disability services
  - International student concerns
  - Title IX compliance (duty shared with CFO)
- Leverage student service resources available through the GTU
- Work with Dean and Director of Recruitment/Admissions to publish ABSW's catalogue

**Work Hours:** Position requires some weekday evening hours to accommodate students attending evening classes.

**Salary Range:** (FT, Exempt) To be negotiated

**Position starts:** Preferred: August 1, 2016   Deadline for submissions: July 8

## **Qualifications:**

- BA or equivalent
- Highly organized, detail-oriented person
- Experience in high education registrar's office preferred
- Knowledge of seminary or Protestant religious life helpful
- Strength in personal interactions, patience, and sense of humor needed

## **Direct Inquiries to:**

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