



## Registrar position

Holy Apostles College and Seminary invites applications for a remote part-time Registrar. The Registrar manages academic records for all current and former students and supervises the production of electronic student files, transcripts, enrollment/degree verifications, and the processing of requests from students for course changes while ensuring compliance with HACCS policies and the Family Educational Rights and Privacy Act (FERPA). The Registrar oversees registration functions and database systems, including registration, courses, and accounts receivable. The Registrar, in conjunction with the Vice President of Academic Affairs and the Executive Director of Enrollment Management & Student Affairs, develops and implements policies and procedures for delivery of quality registration and other student support services.

The Registrar assists in maintaining, troubleshooting, and enhancing the college's data management and related systems and will coordinate with Institutional Research on validation and preparation of state and federal reporting. (IPEDS, SEVIS, etc.) The Registrar is responsible for records retention management and destruction in cooperation with the College Records contact. The position accomplishes this through a respectful, constructive, and energetic style, guided by the Charism and Mission of the College and Seminary and the Society of the Missionaries of the Holy Apostles.

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Review of applications will begin November 13, 2025, and continue until the position is filled. The anticipated start date is December 1, 2025.

Holy Apostles College and Seminary, a private, not-for-profit college located in Cromwell, CT, offers a faithfully Catholic, 100% online and on-campus liberal arts degree program for undergraduate students, as well as 100% online graduate degree programs in Philosophy, Theology, and Pastoral Studies and a Master of Divinity in the New Evangelization. With under 1,000 students, HACCS is looking for a professional who can work in a small campus environment that offers affordable and authentically Catholic academic degree programs.

### **Requirements:**

Applicants must possess a Bachelor's degree (Master's preferred) in Education, Business Administration or a related field. This position requires skills in MS Office products (Excel, Word, PowerPoint) and Learning Management Systems (Moodle or Canvas). The successful candidate will have 2 to 5 years of experience in higher education experience or student records management, and experience in enrollment management, academic records, FERPA compliance, scheduling and the registration process. The Registrar must exhibit strong attention to detail and

excellent communication skills, as well as independent judgment and the ability to manage priorities flexibly and responsibly.

The successful candidate will form part of a campus-based team that will strongly support the mission of HACS and contribute to the overall excellence of the institution by maintaining and improving academic quality, managing faculty in the program in a collaborative manner, and fostering frequent and open communication among those in the program. The position accomplishes this through a respectful, constructive, and energetic style, guided by the Charism and Mission of the College and Seminary and the Society of the Missionaries of the Holy Apostles.

The salary for this position is \$30,000 to \$35,000 per year (25 to 29 hours per week).

### **Registrar Duties:**

- Ensures the accuracy and security of student academic records in accordance with FERPA, HACS policies and standard records management practices.
- Provides high quality service to campus constituencies by coordinating timely and accurate transcripts, verifications of student enrollment/degree, and other student information and interprets, explains, and enforces academic policies and procedures to students, faculty, staff, and parents.
- Ensures the accuracy of student records each semester by coordinating audit reports and other quality assurance checks of student records.
- Coordinates and submits the reporting of enrollment data to the National Student Clearinghouse and facilitates the resolution of related system and data discrepancies in a timely manner.
- Assists with the coordination of Commencement.
- Coordinates with Academic Affairs on annual catalog update.
- Coordinates with Student Affairs annually on Student Handbook Updates.
- Collaborates with Graduate Program Directors and Department Heads as needed.
- Ensures compliance with the HACS and State of CT records retention policies by using professional resources to stay current with records management techniques.
- Oversees registration services by developing and documenting policies and procedures, implementing and maintaining effective systems, and working in cooperation other departments to ensure academic policies and procedures are enforced and proper records are maintained.
- Oversees support services to students such as the processing of withdrawals, cancellations, non-attendance drops (per institutional attendance policy), prerequisite drops, and deleted sections with enrollment.
- In conjunction with Academic Affairs supports the development of class schedules.
- Ensures students have appropriate information needed to make informed decisions regarding registration, change of schedule, grading, auditing, and withdrawing and that the requests are processed sensitively, accurately, and according to HACS policies.
- Helps to ensure the course database system is accurate and responsive to the needs of the College by assisting Academic Affairs with implementing curricular changes, updating fees, and making other updates to the system.
- Coordinates end-of-term processing.
- Resolves problems and enhances various processes, projects, procedures, etc. by employing critical thinking skills and creativity.
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.

- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations and participating in conferences, attending professional development courses, and attending training and/or courses required by the Registrar.
- Contributes to the overall success of the Enrollment Management by performing all other duties and responsibilities as assigned by the VPAA.
- Supports the Strategic Plan and objectives for HACS.
- All other duties as assigned.

To apply please submit:

- a cover letter
- resume or C.V.
- personal statement outlining your reasons for applying
- a list of relevant certifications and software you have used that fit this position
- three letters of reference
- official transcripts

All materials must be submitted electronically to Dr. Kristina Olsen (Vice President of Academic Affairs, Theology Search Committee) [kolsen@holyapostles.edu](mailto:kolsen@holyapostles.edu)