



TITLE: DIRECTOR OF ADMISSIONS AND REGISTRAR

LOCATION: GRAND RAPIDS, MI

START DATE: POSITION TO BE FILLED BY **AUGUST 1, 2022** (applications to be reviewed until position filled)

PURPOSE OF THIS POSITION

The Director of Admissions and Registrar provides leadership and oversight to all aspects related to admission of students, and plays a critical role in the seminary's operations by effectively managing the maintenance and integrity of all student academic records, the approved curriculum, the creation and maintenance of course schedules, all areas of student registration, the recording and reporting of grades, compliance with FERPA and SEVIS regulations, and the establishment and maintenance of equitable policies and procedures as they relate to registration and academic record keeping. The Director of Admissions and Registrar must provide strong leadership consistent with the academic goals and mission of the institution.

RESPONSIBILITIES AND DUTIES

Responsibilities and duties include, but are not limited to:

- Collaborate with and assist the Academic Dean
- Collaborate with Directors of the PhD, DMin, ThM, MDiv, and MA – degree program
- Support and facilitate student recruitment of various degree programs in North America and internationally
- Supervise the registration of incoming and continuing students, transfer of credits, and degree evaluations
- Ensure the integrity, accuracy, and security of all academic records of current and former students, and facilitate effective student registration practices
- Maintain all SEVIS records and help international students attain student visas
- Manage efficient transcript evaluation and processing
- Maintain and provide student guidance on degree audits and certification of students for graduation
- Maintain up-to-date course schedules, catalogs, final examination schedules
- Manage efficient use of classrooms, livestream, and online education
- Interpret and enforce academic policies and regulations of the seminary
- Respond to various inquires via email, phone, or other forms of communication



- Keep abreast of operational and reporting trends, regulations, and technology solutions for improving the efficiency and effectiveness of the Admission and Registrar Office
- Serve as the official responsible for FERPA compliance for the seminary
- Develop and maintain accurate curriculum management systems and published in a seminary catalogue
- Plan and manage the annual budget of the Admission and Registrar Office
- Facilitate prospective student visits to PRTS, and arrange tours of the PRTS campus
- Participate in team meetings and on committees as required
- Gather and present all information needed for the smooth operation of the Admissions Committee
- Attend a limited number of conferences or events each year to market the seminary and engage prospective students
- Maintain and facilitate student evaluations (course evaluations, incoming student evaluations, graduating student evaluations)
- Other duties as assigned by the Academic Dean.

AUTHORITY

IMMEDIATE SUPERVISOR: Academic Dean

DECISION-MAKING: In cooperation with the Vice President and Executive Team

QUALIFICATIONS

Experience: Minimum of 3-5 years of managerial experience as a registrar and/or admission representative (or closely related enrollment management professional) at a higher education institution

- Excellent research, written, verbal and interpersonal communication skills
- Attuned to detail and insistent on correct information and data, both verbal and written
- Experience with student information systems (preferably Populi), the development of reports, plans and budgets, and regulations related to student records
- Demonstrated experience to manage complex operations and systems
- Sound Christian testimony with the ability to integrate faith and learning
- Subscribe to the Three Forms of Unity and the Westminster Standards.
- Education: Undergraduate degree, although preferably working on or completed a master's degree.



Skills/Knowledge:

- Ability to formulate and implement policies and procedures
- Proven commitment to multiculturalism and working with a diverse student body
- Ability and willingness to work effectively with international students
- Ability to multitask and possess practical time management skills
- Extremely organized and detail-oriented while working in a fast-paced environment, sometimes under pressure
- Able to handle confidential information with a high level of professionalism and discretion
- Great interpersonal skills and the ability to interact with staff at all levels
- Working knowledge of various seminary degree programs, such as PhD, DMin, ThM, MDiv, and MA curriculum
- Demonstrated administrative and supervisory skills to work in a management position
- Possess a high degree of flexibility to achieve objectives and meet demands
- Professional work ethic
- Willingness to travel on occasion
- Exhibits excellent written, verbal, and public speaking skills
- Exhibits excellent strategic planning and organizational skills
- Has proficiency with information technology, including Microsoft Office 365
- Demonstrated sensitivity to the variety of Reformed and Presbyterian denominations
- Multilingual/bilingual is desirable

REMUNERATION

- Annual salary to be determined based on experience and qualifications.
- Professional development expenses up to the amount of 2% of salary for expenses related to execution of the contract, to be reimbursed upon submission of receipts.
- The equivalent of single coverage premium for participation in the PRTS group health insurance plan.
- Two to three weeks of paid vacation or monetary compensation equal to 4 to 6% of annual salary depending on experience.
- The following holidays paid in addition to vacation pay: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.

To apply, send CV and cover letter to Dr. Jonathon Beeke at jonathon.beeke@prts.edu.