



Upper School Registrar

The Covenant School, an independent Christian Liberal Arts and Sciences school for pre-kindergarten through grade 12 located in Charlottesville, Virginia, is seeking to fill a full-time position for an Upper School Registrar.

JOB SUMMARY - The Upper School Registrar is primarily responsible for creating the master student schedule; maintaining all current student and alumni academic records; and supporting the faculty and staff in all areas of posting grades, reports and transcripts. The Upper School Registrar reports directly to the Director of Academic & College Advising.

Successful applicants will have:

- A mature and thoughtful commitment to Christ;
- Thorough understanding of professional ethics and confidentiality;
- Associates degree from an accredited college/ university; bachelor's degree preferred.
- Minimum of 2-4 years work experience in secondary education administration and/or student record maintenance;
- Excellent interpersonal and communication skills;
- Excellent organizational skills;
- Strong information technology skills and an aptitude for problem-solving;
- Demonstrated ability to handle multiple projects simultaneously and efficiently;
- A track record of follow-through and of consistently meeting deadlines;
- Experience with office based computer software including Word, Excel, PowerPoint and Google Drive/Mail/Scheduling. Experience with Blackbaud, NetClassroom, FAWeb and Naviance a plus.

Primary job responsibilities include:

- Maintain academic files and data for all upper school students and alumni;
- Generate transcripts for all upper school students and alumni;
- Generate academic reports as needed;
- Assist in creation of annual school class schedule and class rosters;
- Maintain student permanent student records,
- Preparing diplomas and year end awards; and
- Planning/coordinating all internal academic testing (PSAT, ERB, AP, etc.)

Interested qualified applicants should submit a cover letter, resume and references to college-advising@covenantschool.org. No phone calls please.