



EMPLOYMENT OPPORTUNITY

Registrar

Dwight School is seeking a full-time Registrar. This position reports to the Director of Scheduling and works closely with other departments, performing duties related to student records, and manages the school databases.

Responsibilities:

- Coordinates with admissions and technology department in ensuring that all newly enrolled student information is efficiently entered.
- Manages the student records in Filebound, My Dwight and Managebac
- Point of contact for parents to update student information in the school electronic directory
- Generates grade point average, including valedictorian, salutatorian, and Dean's List
- Generates class rosters, attendance lists and teacher and student schedules
- Maintains records any additional schools abroad who are Dwight Consortium of Schools members
- Responsible for transcript requests
- Oversees academic trimester reporting, student evaluations, and student personal files (grades K-12)
- Maintains diplomas for regular school term
- Makes required schedule modifications and creates new courses when needed

Qualifications:

- Highly detail-oriented, organized and meticulous
- Must be flexible and capable to multi-task
- Able to quickly adapt to change and work under pressure
- Must handle confidential and sensitive information with discretion
- Excellent customer service, critical thinking and problem solving skills
- Excellent written and oral communication skills

Requirements:

- Bachelor's degree required; Master's degree preferred
- Experience in working with relational databases
- Strong Microsoft Office (Word, Excel, and Powerpoint) skills
- At minimum of three (3) to five (5) years experience in a similar role
- Experience with Microsoft Access a plus
- Knowledge of the International Baccalaureate a plus
- Knowledge of academic scheduling a plus

Interested candidates should submit their most recent resume via e-mail to Karen Suazo, HR Manager at ksuazo@dwight.edu with the heading "Registrar".

Dwight School's goal is to achieve and maintain equal employment opportunities. It is also the policy of Dwight School to maintain a work environment free from discrimination based on race, color, religious creed, national origin, gender, sexual orientation, age, disability, genetic information, veteran/military status, marital status or other status protected by federal or state law, with regards to any term or condition of employment.