



Position Description

Title: Registrar (Temporary) **Supervises:** N/A
Reports to: Director of Enrollment Management **Department:** Administration Support Staff
FTE: 75% FTE, August 1, 2016-June 30, 2017

Who We Are:

University Preparatory Academy is an independent 6-12 school located in an urban residential section of Seattle, WA, one of the country's most diverse and dynamic cities. We are a strong and vibrant community of students, families, faculty, staff, and alumni who collaboratively create an exceptional educational experience for every student. The school is a place of great teaching and joyful learning; a community that joins together to raise up our children to be caring and productive adults; a place where all students and families have equitable access to all the school has to offer, and a place where every family and student feels equally enfranchised and at home. To us, diversity and inclusivity are not addenda, they are embodied in all facets of our school culture. University Prep believes that our shared values of integrity, respect, and responsibility are essential to accomplish our mission of developing each student's potential to become an intellectually courageous, socially responsible citizen of the world.

Job Summary:

Under minimal supervision, maintains student records, administers graduation policies, and works collaboratively with the Academic Dean and Department Heads to create the master schedule and schedule students into classes.

Specific Responsibilities:

- Assures accuracy, currency, and oversees the maintenance and distribution of transitory and permanent student records, including grades, comments and transcripts
- Processes grades and creates reports including student GPAs, teacher grades, and student service hours
- Communicates with students and parents regarding graduation requirements and the students' progress towards meeting those requirements; advises Upper School students and their families regarding course selection as requested
- Prepares and assists with the deployment of the course requests system to advisors, students, and faculty
- Works collaboratively with Admission Office to assure students new to the school receive scheduling information and are properly assigned to classes
- Serves as a member of the team that creates the school master schedule and individual student schedules, including gathering and processing information about course offerings, enrollment, staffing, and facilities and assigning teachers and students to classes; Checks and finalizes students schedules after the team's work is complete
- Manages the relationship with the school's student information system vendor (currently inResonance), including requesting customizations, requesting quotations for contract work, and ensuring follow-through of contract work
- Assesses the school's data needs and recommends changes to the design and uses of information systems to track student, teacher, and course information within the school
- Establishes and cultivates community relations by maintaining open dialogue with all of the school's constituencies
- Vigorously engages in his/her own professional development; is a life-long learner who enhances his/her skills, using state-of-the-art technologies to maintain high standards of performance to efficiently and effectively produce work products

This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Specific Responsibilities (Cont'd.):

- Is familiar with and complies with all policies and regulations as put forth in the school's documents
- Since safety and security are everyone's responsibility, takes all necessary and reasonable precautions to protect students, faculty, staff, equipment, materials and facilities
- Performs other duties as assigned

Required Education & Experience:

- Bachelor's degree from a four-year college or university required; degree in information systems or a related field preferred
- 3+ years' experience in office administration
- Knowledge of data systems and database structures

Required Knowledge, Skills & Abilities:

- Excellent verbal and written communication skills
- Strong attention to detail
- Ability to work and communicate well with all levels of faculty and staff
- Ability to work and communicate well with students and their parents
- Ability to maintain confidential information
- Flexibility, maturity and a sense of humor
- Proficient at working in a Microsoft Windows environment (Windows 7 or higher), using Office (version 2010 or higher), including Outlook; proficient at working with database systems for record keeping, including insert, import, query, data standards, and reporting; ability to confidently learn new technologies; Experience with school-focused technology is a plus
- Ability to talk on the phone
- Ability to sit and keyboard up to 8 hours per day

If this sounds like you, please submit a staff application for employment, your résumé, and a cover letter explaining why you are interested in this position via email to careers@universityprep.org. Thank you for your interest in this position and in University Prep.

This position open until filled. No phone calls or drop-ins please.