

Seminary Registrar

Northern Seminary seeks a qualified candidate for the role of Seminary Registrar and Compliance Officer. The Registrar will provide effective communication from the Office of the Registrar to Academics, enrollment, and student services for overall success. This individual must have strong written, verbal, organizational skills, critical thinking and the ability to work independently.

Applicants should email a cover letter and resume, describing the candidate's experience as relevant to the position. Applications will be reviewed on a rolling basis and will continue until the position is filled. Applicants may request a complete copy of the position description from the President's office below. Northern's vision is to lead the church and engage the world by providing sustainable facilities, training successful students, and strengthening churches.

Northern Seminary c/o Alicia Peconio

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NORTHERN SEMINARY
Position Title: Seminary Registrar
Department: Academics
FLSA Status: Part-Time
Reports to: Provost

Primary Responsibilities:

Seminary Registrar and Compliance

- Evaluating incoming student transcripts
- Updating transcripts, and completing transcript requests
- Complete all requested grad audits to confirm graduation eligibility.
- Assist Dean in building Seminary Course Schedule and updating Populi.
- Assist with Academic Catalog, Calendar, and other publications.
- Complete Academic Compliance requirements (IPEDS, VA, and SEVIS)

Required Skills/Abilities

- Knowledge of and in agreement with the mission and values of Northern Seminary.
- Knowledge of techniques used in database systems, especially academics
- Ability to manage multiple projects with competing priorities in a timely fashion
- Ability to problem solve, critically think and have an independent working mindset
- Attention to detail and the ability to maintain federal, state, and local Compliance
- Ability to develop efficient processes to streamline grad audits and LMS maintenance

Education and Experience

- Bachelor's degree in a related field and/or experience in working in academia
- Five or more years of experience in office administration.
- General knowledge of computer programs, Excel and MS Word.

- Demonstrated experience in organizational skills with attention to detail.
- Demonstrated ability to take initiative and carry a project from start to finish
- Excellent oral and written communication skills

Working Conditions

- Staff meetings are monthly.
- Office environment – ability to work in a fast paced and demanding environment. May be sitting for long periods of time.
- Use of computer – may be looking at computer screen for long periods of time
- Must provide own form of transportation.
- Willing to work on site, with some options of working remote/hybrid.

Core Competencies

- **Agreement.** Complies with the Seminary Faith and Community Standard statements.
- **Interpersonal Relationships.** Promotes harmony and cooperation within working relationships; receives and makes assignments well; effectively addresses and resolves conflicts with others.
- **Initiative and Self-Reliance.** Takes action without direction; uses sound judgment in decision making; looks for new and better ways to accomplish goals. Works independently.
- **Resourcefulness.** Able to develop contacts, leads, and maintain records accordingly.
- **Trust and Integrity.** Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values; practices what he or she preaches.
- **Compliance.** Complies with all federal guidelines related to FERPA and Higher Education
- **Communication.** Excellent written and oral communication skills.
- **Technology.** Technologically fluent.
- **Teamwork.** Comfortable working in a team environment

Core Values

The Registrar will reflect these values:

- International, Interracial, Intercultural and Mutual - We are strongest when we reflect the breadth of Christ's church through intentional efforts to be agents of reconciliation and people who affirm the equal calling of women and men to lead the church and engage the world. Our graduates, faculty and staff demonstrate God's love around the world and across lines of culture, race and gender.
- Pastoral/Missional Mindset - The Gospel is best proclaimed and shared by equipped church leaders who are committed to mission, prayer, faith, compassion.
- Servant Leaders - We best serve our students and their churches when we are resourceful, strategic and capable, relying on integrity to guide all interactions.
- Teachable – in relationship with God as we pursue His wisdom and study Word.

Equal Opportunity Employer/Statement of Faith:

Northern Seminary is an equal opportunity employer and welcomes applications from diverse candidates.

Northern Seminary seeks candidates who are dedicated followers of Christ, have a sincere desire to be an integral part of the mission of the Seminary, and demonstrated commitment to Northern's statement of faith and standard of conduct.