

JOB POSTING

Registrar and I.T. (Part-Time)

Job Purpose

The person who takes up the Registrar and I.T. position will be the principal manager of the registrar's office and I.T. operations for St. Bernard's School of Theology and Ministry. The successful candidate will work in close collaboration with the Academic Dean and the President to assist in the achievement of the institution's academic and technology goals.

Core Functions

Registrar

1. Manages student files, records, transcripts, approval forms, and any inquiries concerning these
2. Under the direction of the Academic Dean, coordinates academic and other reports to governmental and accrediting agencies
3. Assists the Academic Dean with the updating of the Student Handbook and Course Catalog
4. Oversees activities necessary for applications for graduation, and together with the Office Manager, coordinates the graduation ceremony and other related arrangements
5. Prepares monthly registration update reports, and any documentation specific to Board of Trustees' meetings
6. Performs other related duties as assigned by the Academic Dean, the Director of Admissions, and the President

I.T.

1. Main administrator for *Populi* (Student Information System)
2. Field administrator for *Canvas* (Learning Management System)
3. Coordinates all aspects associated with video-conferencing (*Zoom*)
4. Basic maintenance of St. Bernard's website and registration pages, and of the school's computers, software issues, and phone system
5. Performs other related duties as assigned by the Academic Dean and the President

Qualifications/Education/Experience

Education: Bachelor's degree

Experience: This is a part-time, entry-level position.

- Effective interpersonal skills and the ability to work both independently and in a collaborative environment
- Excellent oral and written communication skills
- Professionalism, attention to detail, and ability to maintain confidentiality
- Appreciation of the mission of the Roman Catholic Church
- Active member of a Roman Catholic Faith community preferred

Reports to: Academic Dean (as Registrar) and the President (as I.T.)

Please send a cover letter and resume to

Ms. Corinne DerCola

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