



Ave Maria School of Law, North Naples Florida

Position Title:	Registrar
Department:	Registrar Office
Reports to:	CEO & Dean, Ave Maria School of Law
Exemption:	Exempt, Salaried Employee
Location:	North Naples, FL

Ave Maria School of Law is far more than just a place to work. Rather, we are an institution dedicated to training the next generation of lawyers in the Catholic intellectual tradition. It is a place where you will feel good about devoting your time and talents.

Overview:

The Registrar is responsible for the maintenance and integrity of all students' academic records, develops the class and exam schedules, plans, and conducts registration and exam administration, monitors academic progress, and conducts degree audits, reports data to external agencies, and monitors compliance with institutional academic policies and procedures.

Essential Duties and Responsibilities:

- Maintain student academic records utilizing a centralized student administration system. Coordinate with Admissions so that new student records are created correctly. Ensure that student data is accurate and up to date including address and emergency contact information and that every student file has an official copy of their undergraduate transcript reflecting receipt of degree. Supervise the Records Room so that it is orderly and secure.
- Collect information from Associate Dean for Academic Affairs to create the class and exam schedules. Maintain course descriptions. Plan and implement class registration including training students how to use the on-line registration system. Update student records to reflect student withdrawals, transfers, and leaves of absence. Coordinate with Financial Aid and Student Account for changes in enrollment that impact tuition assessment.
- Oversee the course evaluation process, so that all students have the opportunity to evaluate their instructor and encourage a high level of participation.
- Serve as the International Student Designated School Official, communicating with incoming international students to collect information demonstrating financial stability; issue I-20s. Monitor enrollment of all international students and file on-line certifications with Department of Homeland Security.
- Serve as a point of contact for students eligible to receive veteran's educational benefits. Collect documents required to certify students for benefits and report enrollment and academic progress using the on-line VA system.
- Plan and direct administration of midterm and final exams. Train proctors. Train student on the use of exam administration software. Manage exam IDs, ensuring the anonymity of students. Troubleshoot problems that arise during exam administration. Facilitate administration of exams to students receiving disability accommodations. Maintain a catalog of past exams; arrange for old exams to be shredded according to policy.

- Manage the collection of grades from faculty, maintaining student anonymity and ensuring compliance with grading policies. Accurately enter grades into the student administration system. Prepare class ranks. Identify students failing to meet academic requirements to Associate Dean for Academic Affairs.
- Conduct initial and final degree audits. Advise students concerning enrollment so they will comply with academic requirements and policies. Apply graduation honors and certify students for graduation. Order diplomas.
- Complete character and fitness forms for students applying to state bar agencies and submit certifications as needed by required deadlines.
- Manage the release of student records data consistent with FERPA regulations. Supervise the preparation of transcripts and other letters verifying academic records information. Report data as needed for surveys, ABA Annual Report, National Student Loan Clearinghouse, IPEDS, and ad hoc requests.
- Monitor and update information posted to the portal or website related to the registrar's office.
- Represent the Law School to external bodies such as AACRAO, state boards of bar examiners, and other law schools.
- Ensure compliance with academic regulations and procedures and assist students and faculty to understand their application.
- Direct support staff. Develop procedures and service standards. Adapt services and procedures to meet new program or service needs. Continuously update procedures manual to reflect changes.
- Other duties may be assigned to meet organizational needs.

Job Qualifications:

Required:

- Experience keeping accurate and detailed records and interpreting complex regulations.
- Excellent organizational skills and ability to meet deadlines.
- Accuracy and attention to detail.
- Understanding and experience with relational databases.
- Understanding of technology used in delivering student services.
- Experience working in an institution of higher education.
- Excellent written and oral communication skills.
- Ability to work in an environment with interruptions.
- Ability to work independently with little supervision and as part of a team.
- Ability to foster and support effective relations with all constituents.

Desired:

- Bachelor's degree.
- Prior experience managing a comprehensive office of registration and records or similar office.
- Prior experience in law school administration.
- Understanding of the design and functioning of student information systems.
- Knowledge of state and national regulations relating to student records.

Job Type: Full-time Salary position

Salary: \$78K-\$115K (commensurate with qualifications, education, and experience)

Benefits: All Ave Maria School of Law Benefits eligible immediately

Ave Maria School of Law recognizes the inherent value and dignity of all members of the human family. It values equal opportunity and seeks racial, cultural, and ethnic diversity. The Law School does not preclude admission or retention of students or employees on the basis of race, color, religion, national origin, gender or gender identity, sexual orientation, age, disability, or status as a veteran or disabled veteran. The Law School maintains its Catholic character but is open to persons of all religious faiths who respect the goals of Ave Maria School of Law and whose conduct does not undermine the Law School's religious goals or compromise its Catholic identity.

Ave Maria School of Law complies with federal and state laws regarding equal employment opportunity.