

Conception Seminary College, a Roman Catholic college seminary located in Northwest Missouri, invites applications for the position of Registrar, a full-time position with limited summer responsibilities. Reporting to the Academic Dean, and working closely with students, faculty, and staff from all areas of the seminary, the Registrar will have a significant impact on how we support students, sponsoring dioceses and alumni. The Registrar is custodian of the official academic records of the students of the College and has responsibility for registration procedures; collecting, recording, and reporting of grades; maintenance of student statistics; verification of student data; and providing general services for the college.

***Responsibilities include but are not limited to:***

- 1.** Establishes and maintains permanent records of academic work of all students and records transcripts of transfer students;
- 2.** Prepares materials for pre-registration and registration and schedules the various steps in the process of registration in consultation with the Academic Dean;
- 3.** Prepares composites of grades and grade point averages for all students at the end of each semester both for the individual student and for his sponsoring diocese/religious order;
- 4.** Provides transcripts as requested according to established policy and procedures;
- 5.** Completes questionnaires and reports as requested or mandated by the federal and state governments and other responsible agencies for higher education departments, such as IPEDS (Integrated Post-Secondary Education Data System);
- 6.** Maintains the Student Information System;
- 7.** Updates changes to the college Catalog; maintains a permanent mailing list and distributes Catalogs to necessary recipients;
- 8.** Records and notifies appropriate faculty of changes in course registration after changes have been made by the Academic Dean;
- 9.** Provides information and updates to faculty, staff, and interested parties on the college's policy regarding retention, use and access to students' records (Family Education Rights and Privacy Act [FERPA]);
- 10.** Maintains photocopying service and school supplies for administration and faculty and submits charges to business office for departmental usage during the academic year.



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***Qualifications:***

- A high level of organizational skills and exceptional attention to detail,
- The ability to maintain confidentiality with personal records,
- Proficiency with databases and electronic record-keeping.
- Self-motivated and creative, and
- The ability to work both independently and collaboratively.

***Preferred:***

- Candidates with a bachelor's degree or higher,
- Experience working with records management and student information system (CampusAnyware) in a College or University setting, and
- A working knowledge and familiarity of FERPA policies.

Please send a cover letter, resume, along with the names and contact information for three references to:  
*aschieber@conception.edu*.

The Mission of Conception Seminary College is the preparation of candidates for the ordained ministry in the Roman Catholic Church, through human, spiritual, intellectual, and pastoral formation in the Benedictine tradition.

This position can be found online at: [www.conception.edu/seminary/human-resources/](http://www.conception.edu/seminary/human-resources/)

