

## **REGISTRAR**

The Ursuline School is a Catholic faith-based, independent college preparatory school for girls from 6<sup>th</sup> through 12<sup>th</sup> grades, and is dedicated to the mission of educating, inspiring and empowering young women to become tomorrow's global leaders.

The Registrar's Office at The Ursuline School is committed to providing inclusive student services and support by maintaining student records with a high degree of accuracy and integrity, facilitating student registration and scheduling, and developing transparent registrar-related policies and processes. The Registrar works closely with instructional and operational leadership to oversee the maintenance of student academic and demographic records, registration and data management and analysis that can be used in strategic decision-making. Project planning and management, organization, strategic thinking skills, and partnership-building are essential to the successful performance of the registrar's duties, including services in support of the school strategic plan.

**START DATE:** Full-time beginning July 1, 2021

## **RESPONSIBILITIES**

- Manages the student information system, specifically Rediker Admin Plus, including Teacher Gradebook and Teacher, Parent and Student PlusPortals. Management includes support to system users, end user licenses, teacher, parent, and student access to the school portals.
- Ensures the integrity, accuracy, and security of all academic records of current and former students, including update of grade point averages in the SIS.
- Coordinates & communicates the course registration process by compiling, designing, and verifying data, and compiling, designing and publishing online forms. Manage student requests into the SIS and adjusting as necessary.
- Works closely with administration to resolve course placement and requests.
- Works closely with other system owners both internally and externally for the purposes of student and staff data transfer between the SIS and functional systems.
- Oversees end of school year and beginning of school year processes, including but limited to the transfer of data and academic information e.g. GPA, courses, data assignment
- Imports external data into the SIS for the purpose of data analysis. Uses data to advise school leaders on trends and progress that are instrumental in making strategic decisions regarding curriculum development and student support.
- Responding to internal and external request for school data, i.e. School districts, NYS, and New York Archdiocese.

- Academic activities including strict adherence to the report card timeline, which includes management of incoming grades, report card distribution, update GPAs and the generation of reports.

## **QUALIFICATIONS**

**The ideal candidate is one who:**

- Has experience with a student information system. Knowledge of Rediker Administrator Plus, including Teacher Gradebook and PlusPortals, would be preferable.
- Has a Bachelor's Degree.
- Experience in data management.
- Microsoft applications with focus on Excel for data analysis/queries.
- Strong communications, management and project management skills and the ability to integrate information from multiple sources.
- Attention to details and a focus on efficiency and accuracy.
- The ability to work independently and a passion to embrace ongoing change.
- The ability to creatively problem-solve.

To apply, please send a resume and cover letter to [employment@ursulinenewrochelle.org](mailto:employment@ursulinenewrochelle.org)