

Brewster

MADRID

Title: Registrar (Secretario/a académico/a)

Overview:

As Brewster Madrid prepares to open its first campus in September of 2023, we seek experienced, energetic, and innovative teachers/administrators who can help us develop and implement a powerful student-centered school dedicated to preparing diverse thinkers for lives of purpose. This is a unique opportunity to join an experienced founding team as we endeavor to bring Brewster's mission to life in a vibrant and exciting European capital. This opportunity is ideally suited for individuals who have a proven track-record of thriving in a startup environment, enjoy working collaboratively, and have successful international teaching/living experience. Finally, we are looking for candidates who demonstrate excellence in all aspects of their work and can help all of our students achieve their full potential as expressed in our Portrait of a Graduate.

Job Description:

We are seeking an experienced **Registrar (Secretario/a académico/a)** to join our Brewster team.

The candidate will be responsible for managing the school's student records, academic documentation, and technical systems related to grades, validations of academic credits and transcripts and other administrative tasks. As a Registrar, the candidate will play a crucial role in ensuring accurate and efficient operations related to student data and academic processes.

Main Responsibilities:

- Oversee the management and maintenance of student records, ensuring accuracy, confidentiality, and compliance with relevant regulations.
- Coordinate with faculty, staff, and parents to facilitate the enrollment, transfer, and withdrawal processes for students.
- Manage the grading system and support teachers in entering and calculating grades accurately and efficiently.
- Collaborate with academic departments and administrative teams to ensure timely and accurate validations of academic credits and transcripts.
- Implement and maintain the school's student information system and other technical tools related to student records and academic processes.
- Develop and enforce data management policies and procedures, ensuring the security and integrity of student data.

- Stay updated on Spanish and American regulations and requirements regarding student records and academic documentation.
- Collaborate with the IT department to troubleshoot technical issues and optimize the performance of systems related to student records and academic processes.
- Generate reports and data analysis related to student records, academic progress, and other relevant areas as required.

Desired Qualifications:

- University degree, at least a master's degree is preferred
- Two years of previous experience as a Registrar or in a similar role in an educational institution, preferably in an international school setting.
- Familiarity with Spanish & American educational systems, grading scales, and validation processes.
- Strong technical skills, including proficiency in student information systems and other relevant software applications.
- Excellent attention to detail and organizational skills, with the ability to manage and prioritize multiple tasks effectively.
- Knowledge of data management and privacy regulations related to student records.
- Strong communication and interpersonal skills, with the ability to collaborate with diverse stakeholders including faculty, staff, students, and parents.
- Fluency in Spanish and proficiency in English is required.

To Apply:

- Send cover letter, resume to: recruitment@brewstermadrid.com
- Specify in subject: Full name + Position applying for

To Learn More about Brewster Madrid and Brewster Academy please visit:

- www.brewstermadrid.com
- www.brewsteracademy.org

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