Providence Christian School of Texas

Position Title	Registrar
Reports To	Director of Admission
Work Hours	7:30 a.m. – 4:00 p.m.
Work Calendar	Full Year

Position Summary:

The registrar handles all student enrollments, re-enrollments, and withdrawals, ensuring the School's records and data remain accurate and up-to-date. This also entails coordination and communication with families regarding tuition adjustment. The registrar is also responsible for supporting the Director of Admission administratively, particularly throughout the application process and admission season.

Qualifications, Skills, and Experience:

- Bachelor's degree
- Familiar with database and spreadsheet management
- An articulate writer with excellent grammar and skilled in oral communication
- Enjoys working with numbers and charts
- Connection with Providence preferred

Personal Qualities:

- Has a deep and abiding faith in Christ, demonstrated in a daily habit of prayer and time in Scripture
- Attentive to detail and highly organized
- Trustworthy and discreet
- Servant-hearted, with a can-do attitude
- Resourceful and quick to learn new skills
- Friendly and hospitable
- Proactive and a good planner
- Hard-working and responsibility-oriented
- Wise and discerning

Essential Functions:

- Support the admission and application process with data management from point of inquiry through enrollment
- Manage/participate in the administration of all financial aid and scholarship programs
- Coordinate all re-enrollment activity including monitoring of class lists, attrition, and retention

- Keep all physical student records in a safe and easily retrievable order and place
- Manage and fulfill transcript requests from other schools. Conversely, intake any test scores and transcripts for applications
- Prepare and maintain records and statistics regarding enrollment, geographical distribution of students, financial aid, and attrition
- Manage time on task well to maximize efficient recording and processing of student documentation and payments
- Help manage scheduling, correspondence, and follow-up calls for the Director of Admission
- Assist in planning and hosting of special events involving prospective families and students
- Manage supplies and proofing for the ERB testing in the spring
- Maintain a high level of availability and visibility to keep new parent experiences positive
- Maintain the confidentiality of all meetings with the Headmaster, Director of Admission, and members of the Administrative Team
- Be loyal to the school's leadership and fully support its mission, core values, and statement of faith
- Perform all other school duties assigned by the Headmaster