

POSITION POSTING REGISTRAR

Starting July 1, 2026

OUR SCHOOL

The Governor's Academy, the oldest boarding school in New England, inspires and engages inquisitive students in grades 9 through 12. Our 456-acre campus is located thirty miles north of Boston and five miles south of Newburyport, a classic New England coastal town. Gova has approximately 400 students and 250 employees.

Gova faculty and staff are committed to creating and cultivating an intentionally diverse and inclusive community that allows students to learn from each other's unique backgrounds and experiences, discover their passions, use their unique voices, and achieve academic and co-curricular excellence. We welcome applications from candidates of all backgrounds.

POSITION SUMMARY

The Registrar reports directly to the Academic Dean. The Registrar serves as a central communication resource for academic and policy information on student records management. The Registrar is responsible for the maintenance and integrity of the academic record.

This is a full-time exempt administrative staff position.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Systems & Scheduling

- Highly skilled and knowledgeable with Veracross SIS
- Build and manage the Veracross academic schedule for the new academic year, including:
 - New students, courses, sectioning, teaching assignments, and room allocations
 - Resolving scheduling conflicts with students, faculty, and classrooms
- Experience developing and maintaining the Veracross scheduler
- Collaborate with IT to problem-solve if issues arise

Academic Records & Reporting

- Transcripts (ongoing): post grades, ensure accuracy, and fulfill alumni transcript requests
- Report cards (end of each semester)
- Warnings/grade reports (mid-semester and end-of-semester communications)
- Complete the Massachusetts Department of Education reports and census reporting

Curriculum & Academic Coordination

- Manage the Curriculum Guide in collaboration with department chairs
- Coordinate NCAA course approvals with the College Counseling Office
- Assign advisors for returning and incoming students in partnership with the Academic Dean

Events & Academic Operations

- Prepare and oversee conference scheduling for Fall Family Weekend, including individual faculty schedules
- Manage diplomas and assist with academic prizes (Commencement preparation)

Committees & Institutional Responsibilities

- Serve on key committees:
 - Calendar Committee
 - Prize Committee
 - Enrollment Committee
 - Commencement Committee (including detailed oversight of diplomas and prizes)

QUALIFICATIONS

- A bachelor's degree is preferred, and/or 3 or more years of equivalent work experience.
- Excellent verbal and written communication skills.
- Strong Microsoft and Google office skills are crucial. Proven ability to utilize and develop electronic spreadsheets.
- Significant experience with Veracross (or similar database), including scheduling and working with students on class changes
- Must be attentive to detail. Accurate and timely data entry and reporting skills.
- Ability to organize workload, work independently, multitask, adapt quickly to change, and deliver under the pressure of deadlines.
- Ability to develop and maintain cooperative working relationships
- Prior work experience in an Academic Office is not required, though some knowledge of independent and/or boarding school life is preferred.
- Must be able to work collegially; must be committed to working in a diverse community and have the ability to communicate effectively with diverse populations.

SALARY RANGE

\$60,000 - \$75,000 annually. Please note that the quoted salary range is not a guarantee of what the final salary offer might be. Variables include years of work experience, industry-specific experience, education level, etc.

SUPERVISION RECEIVED

This position reports directly to the Academic Dean.

Hours

Full-Time, exempt position. Work from home is available during certain times of the year.

Benefits

Benefits are available with this position.

Physical Demands

- Occasional lifting, bending, and climbing stairs.
- Frequent talking, listening, walking, sitting, and standing.

Work Environment

The successful candidate will be flexible, hardworking, and responsible and will enjoy a very busy work environment in which he or she will meet many people on a daily basis. The Governor's Academy is a non-smoking campus.

To apply for the Registrar position, please click [here](#).

STATEMENT OF SCHOOL VALUES

As an educational community, the Academy has an administration, a faculty, and a student body committed to learning. We pursue this commitment in a dynamic environment that fosters lifelong intellectual independence, responsibility, teamwork, service, and respect for others. We are committed to creating and maintaining a diverse and inclusive community that is physically and emotionally healthy. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Academy are based on merit, qualifications, and skills.

The Academy is committed to a policy of non-discrimination for all employees and qualified applicants and strives to promote equity in all areas of employment. The Academy is committed to ensuring that employment decisions are made without regard to race (including traits historically associated with race, such as protective hairstyles), color, sex, pregnancy, childbirth or related medical conditions, age, religion, national origin, ancestry, sexual orientation, gender identity, physical or mental disability, veteran status, military service, application for military service, genetic information, or any other characteristic protected by applicable law ("Protected Characteristics"). The Academy will make reasonable accommodations for qualified individuals with known disabilities, in accordance with applicable law.

This commitment is evident in all aspects of our employment practices and policies, including recruiting, hiring, selection, job assignment, promotion, compensation, discipline, termination, and access to benefits and training.

Any employees or qualified applicants with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Office. Employees can raise concerns and make reports without fear of reprisal. Retaliation against an individual for making a good faith report of discrimination is unlawful and is strictly prohibited by the Academy. Anyone found to be engaging in any type of unlawful discrimination or retaliation in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

April 2026