



Job Title: Director of Academic Services and Registrar  
Department: Academic Office  
Reports to: Chief Academic Officer  
Status: Full-time Exempt

## **SUMMARY**

The Director of Academic Services and Registrar is called to:

1. Serve as a key collaborating leader with program directors, the Director of Assessment, and the Chief Academic Officer (CAO), managing the processes by which the academic work of the seminary is implemented, coordinated, and assessed.
2. Lead a dynamic and innovative academic services team that prioritizes student-focused hospitality and proactive administrative support for the academic and professional programs.
3. Serve as the Registrar to efficiently and responsively serve the vocational needs of students and alumni.

This is a full-time year-round position that offers flexibility for some hours of remote work.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. As a key collaborating leader of the Academic Office working with the Chief Academic Officer, proactively work in close consultation with appropriate people (program directors, director of assessment, faculty, or staff) to manage CTS's curriculum. For example, the Director of Academic Services and Registrar will oversee the processes by which
  - a) Courses and academic programs are proposed and assessed. This may involve convening meetings of departmental groupings as needed to review teaching assignments,
  - b) Course schedules and teaching loads are developed and finalized,
  - c) Contracts for adjunct faculty are prepared and training is provided to adjunct faculty,
  - d) The Course Catalog is edited,
  - e) Support is provided to search committees for faculty openings and Academic Office staff openings
  - f) Serve on the Executive Leadership Team, and represent the Academic Office on other committees as needed,
  - g) Other academic office functions are attended to.
2. As leader of the academic services team,
  - a) Assign tasks and responsibilities among team members,
  - b) Convene regular team meetings,
  - c) Supervise team members and conduct performance reviews
  - d) Submit annual budget requests and approve budget expenses for Instruction and Academic Services budgets.

3. As registrar,
  - a) Oversee the scheduling of courses and exams, registration, processing of grades and credits, record retention, reporting for internal and external purposes, processing of transcripts, and processing transfer credit.
  - b) Monitor the progress of students in their degree programs, including requirements for graduation; contribute to the retention efforts of the seminary by following up with students who have not registered and those who have not completed their program.
  - c) Ensure, with appropriate faculty participation, that all first degree and Master of Theology students have adequate advising regarding program progress, program changes, and academic performance.
  - d) Communicate with all new students each term; register all first-time students; participate in the orientation of all new students.
  - e) Communicate academic information to the student body and oversee the maintenance and accuracy of the Registrar's page on the external web site and internal site.
  - f) Develop a list of graduates and oversee the ordering and distribution of regalia and diplomas, posting of degrees and issuance of final transcripts. Insure that all candidates for ministry in the Christian Reformed Church have met their academic requirements. Oversee the details of commencement.
  - g) Review transcripts of students seeking admissions to any of our first degree programs and the ThM program. Provide input to the Admissions Office staff as requested.
  - h) Participate in the Admissions and Scholarship selection process.
4. Work collaboratively with the director of assessment, assisting with assessment processes for the Association of Theological Schools (ATS) and other purposes.
5. Provide overall support to the Next Steps Grant Initiative, in partnership with the Next Steps Team.
  - a) Provide support to all directors of specific areas of the grant.
  - b) Provide oversight for decisions related to budgeting and funding.
  - c) Compile grant reports from directors and to disseminate and archive them.
6. Other duties as assigned for the Academic Office or Calvin Seminary.

### **QUALIFICATIONS**

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and ability required.

### **EDUCATION and EXPERIENCE**

This position requires a bachelor's degree from a four-year college or university. A master's degree and/or three to five years of previous administrative experience in higher education is preferred, along with knowledge and/or experience of theological education.

The ideal candidate is a self-starter, service oriented and able to work well with diverse populations. The candidate should show evidence of organizational and administrative experience. Previous experience with a student information system is preferred.

## **COMMUNICATION SKILLS**

Coordinating many program details requires clear written and oral communication with students, faculty, seminary offices, and outside contacts. This person should be able to demonstrate cross-cultural sensitivity and must handle confidential information with integrity. They should be a ready listener and be able to stand firm when a situation requires it.

## **DECISION MAKING/JUDGMENT**

This position requires the ability to apply rules and requirements fairly and consistently, and to seek the input of the Chief Academic Officer and Program Directors when necessary. This person needs to be able to initiate difficult and/or significant conversations with students and involve or inform faculty and/or other staff when necessary. They need to be able to recognize when policies or procedures are not serving the institution well and work with others to develop creative solutions. In addition, this person assists in assessing program and course needs.

## **OTHER SKILLS AND ABILITIES**

1. Natural aptitude for hospitality.
2. Effective interpersonal skills.
3. High level of organization and accuracy.
4. Flexibility and ability to adapt to change.
5. Ability to work independently.

## **PERSONAL INTEGRITY**

This position requires a person of unquestioned personal integrity demonstrated by honesty in word and deed, supportive teamwork, and ability to keep sensitive matters confidential. Additionally, because Calvin Seminary is the denominational seminary of the Christian Reformed Church in North America, deeply rooted in the Reformed tradition, the person must be familiar with and respect the Christian Reformed Church in North America and her constituencies. A vibrant Christian faith and active engagement in the life of a local church are essential.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The work in this position is performed within routine office conditions, usually without exposure to hazardous or unpleasant conditions. The position will also require some light lifting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

November 2023