

Registrar

New England Law | Boston: Boston, MA (Full-time, on-site position)

Registrar Position Description

New England Law | Boston is seeking a full-time Registrar to oversee and manage the Office of the Registrar. Reporting to the Assistant Dean, the Registrar is the authorized keeper of student records. The Registrar provides leadership and management of all aspects of student registration, record-keeping, examinations, degree audits, compliance with all relevant state and federal laws and regulations, reporting to relevant stakeholders and state bars, and ensuring the accuracy, integrity, and confidentiality of student and institutional records.

The Registrar will work closely and collaboratively with Information Technology Services to plan and develop strategies for the maintenance and assessment of academic infrastructure.

Essential Duties and Responsibilities

- Oversee all registrar services for students and faculty, including online course registration, grade processing, calendar, schedules, credits, online testing, and communications related to courses.
- Serve as the central point of contact for students regarding degree requirements.
- Maintain statistical data, and generate reports for internal and external purposes, including American Bar Association (ABA) and IPEDS semester reports, Izenda ad hoc reports, City of Boston surveys, HEERF reports, and *US News* Surveys.
- Maintain students' statuses and associated records for changes, including processing withdrawals, transfers, and dismissals. Create appropriate records as needed.
- Review, update, and revise the department's communications to students and faculty regarding registration and exam administration.
- Edit and publish the annual Student Handbook; ensure the publication is up-to-date and accessible.
- Determine and track Honors Program students.
- Certify students for the law school's certificate programs.
- Oversee the organization of student grades and prepare the New England Scholar Report and Dean's List for the Office of the Dean.
- Interpret and administer FERPA policy for the Office of the Registrar.
- Serve as the Principal Designated School Official for international students, including oversight of all associated tasks and responsibilities. Duties include assisting with F-1 visas and advising on matters of status and employment.
- Present a course scheduling information session for students each semester by counseling them on academic, registration, and record problems.
- Oversee Exam Coordinator on exam process and administration.
- Manage all advising and registration tasks in the law school's Jenzabar program.

- Process program transfer requests; counsel transfer students.
- Oversee the supervision of personnel, which includes work allocation, training, promotion, enforcement of internal procedures and controls; evaluate performance and motivate employees to achieve peak productivity and performance.
- Work with the Associate Dean to input course schedules into Jenzabar.
- Create any new courses and add new faculty members in Jenzabar as needed.
- Develop and manage the operating budget for the Office of the Registrar.
- Serve as an Ex Officio (non-voting) member of the Curriculum and Rules Committees. Collect research and provide administrative perspective in meetings.
- Perform miscellaneous job-related duties as assigned.

Qualifications and Skills

- Proven work experience as a Registrar or in a similar role.
- Ability to work collaboratively with a wide range of stakeholders, including students, faculty, Office of the Dean, and other administrative departments.
- Experience managing, overseeing, and maintaining information confidentiality and integrity in student information systems and overall.
- Ability to provide professional direction, guidance, and counsel.
- Strong attention to detail.
- Excellent problem-solving and organizational skills.
- Strong computer literacy with database familiarity.
- Knowledge of and experience with Jenzabar student information system is strongly preferred.

Education and Experience

- 4-year Bachelor's degree.
- A minimum of 5 years of experience leading an Office of the Registrar in a law school or higher education setting.

HOW TO APPLY:

E-mail a cover letter and resume to New England Law | Boston to: Deansoffice@nesl.edu

Please include the word "Registrar" in the subject heading. NO PHONE CALLS PLEASE.
Applications will be considered on a rolling basis and resumes received without cover letters will not be reviewed. We are unable to sponsor or take over sponsorship of an Employment Visa at this time.

It is the policy of New England Law | Boston to provide equality of opportunity for all persons, including faculty and employees, with respect to hiring, continuation, promotion, tenure, and any other terms or conditions of employment, without discrimination on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender (including identity and expression), genetic information, military service, age, or disability.

The law school complies with all applicable federal, state, and local nondiscrimination laws, including Title IX.