



## University Registrar

St. Mary's Seminary and University, America's first Roman Catholic Seminary, is seeking qualified candidates to serve as the University's new Registrar. Reporting to the Dean of the School of Theology, and working closely with the Dean of the Ecumenical Institute, the Registrar is responsible for academic scheduling; registration of all students; maintaining students' permanent records; state, federal and accreditor reporting and compliance; and international student visa processes. The successful candidate must be committed to our mission, results oriented, an excellent communicator, and meticulous. The Registrar must be highly organized to ensure timely workflow while overseeing multiple projects and complex administrative duties in a very demanding working environment.

### Required Qualifications:

1. Three or more years of experience in higher education in a Registrar's Office.
2. In-depth knowledge of and experience with a Student Information System (Jenzabar preferred), and its interface with a Learning Management System (Canvas preferred)
3. Ability to analyze, manipulate and report institutional data
4. Experience in management of student visas, experience as the PDSO (Principal designated school official) preferred
5. Judgement and expertise in implementing academic programs, policies and procedures
6. Ability to understand and handle confidential matters in an appropriate manner, including FERPA compliance

### Strongly Preferred:

1. Master's Degree
2. Experience in Catholic Seminary or University
3. Experience with accreditation.

St. Mary's is in the Roland Park neighborhood of Baltimore. The position includes generous benefit and compensation package commensurate with experience. Successful candidates will be subject to a pre-employment background check. St. Mary's Seminary & University is an equal opportunity employer. Application Procedures: Review of applications will begin immediately and the position will open spring 2022, start date negotiable. Please submit electronically a:

1. Cover letter including salary requirements,
2. Résumé
3. List of three (3) work-related references, including their contact information (title, email and/or phone number).

Submit to [jobs@stmarys.edu](mailto:jobs@stmarys.edu) with position title in subject line.