



**Job Title:** Registrar

**Supervisor:** Vice President of Academic Affairs

**Revised:** April 2022

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**Position Summary:** Performs all the registrar responsibilities of the College, including enrollment for classes, transcript reviews and issuing grades and transcripts.

**Duties and Responsibilities:**

- Maintains all student grade records, including transcripts and grades, and accommodates transcript reviews
- Serves as the authority on the transfer and substitution of classes
- Assures grade reports from faculty are completed on Populi
- Develops semester schedules in conjunction with the VP of Academic Affairs
- Assists the VP of Academic Affairs with program offerings
- Handles registration for classes and keeps account of classes dropped or added
- Assists faculty in accomplishing the completion of incomplete classes
- Monitors academically at-risk students throughout the semester
- Sets the parameters for mapping out degree programs for individual students using Populi
- Prepares academic disciplinary letters for probation and suspension
- Attends faculty meetings and takes minutes
- Tracks needed updates for the Academic Catalog, updates yearly, and ensures publication in coordination with the college's website person.
- Is an active member of the Academic Committee
- Oversees graduation
- Disciples one student
- Performs other duties as assigned.

**Competencies:**

To perform the job successfully, an individual should possess the following competencies (training will be provided to help an otherwise qualified person attain the competencies):

- Strong detail-oriented mind-set;
- Knowledge of the College's academic procedures and policies;
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures;
- Knowledge of associated local, state, federal, and other regulations related to transfer of credits from other schools;
- Strong interpersonal and communication skills, both orally and in writing, and the ability to work effectively with a wide range of constituencies in a diverse community;
- Ability to foster a cooperative work environment;
- Self-motivated;
- Ability to organize, prioritize and schedule work assignments;
- Familiarity and proficiency with various software and cloud platforms, notably Microsoft Office Suite, One Drive\*, Google Documents and Google Drive;
- Ability to analyze and report on academic information for oversight bodies such as the Board of Directors and Association of Biblical Higher Education;
- Evident Christian character, humility in personal/professional interaction, a commitment to confidentiality, submission to authority, a ministry/servant mindset;
- A strong affinity for the mission and values of Montana Bible College;
- Member of a local evangelical Bible-teaching church body.

**Supervisory Responsibilities:**

**Education and Experience:**

- Bachelors Degree required; experience in an educational institution preferred.

**Hours and Remuneration:**

- Expected work hours 24 hours/week; schedule to be determined
- \$24 per hour