

Covenant College Job Description

Assistant Registrar

Join a team of employees who are committed to an exciting mission to offer the world biblically grounded men and women equipped to live out extraordinary callings in ordinary places. Covenant College is a community committed to the Bible as the inerrant Word of God, and everything we do is grounded in our Reformed theology and worldview.

Covenant has a beautiful 400-acre campus that stretches atop Lookout Mountain, Georgia on the Georgia/Tennessee border, just outside of Chattanooga. The community is a hub of vibrant cultural, educational, business, high-tech and entertainment activity and is an affordable place to live or raise a family. The campus enjoys incredible vistas of the Smoky Mountains and the Cumberland Plateau with views that span across several states. The region is widely known as an outdoor recreational paradise for campers, boaters, cyclists, climbers, cavers and hikers, all this while being conveniently located within two hours of Atlanta, Nashville and Knoxville.

Opportunity:

We are currently seeking an Assistant Registrar who will be responsible for administering the day-to-day operations of the Office of Records. The individual will assist the Dean of Records in the planning and coordination of the human and physical resources to efficiently accomplish tasks for the Office of Records

Duties:

1. Maintain accurate and confidential student academic records, and supervise student labor in the office.
2. Interpret and administer academic policies and procedures in a manner glorifying to God.
3. Review, counsel, approve and process documents in the day-to-day operation of the office through data entry and communication with faculty, students and parents. (e.g. approving transfer credits, changing schedules and other demographic information)
4. Plan and coordinate events with participating offices, faculty and academic departments (e.g. term setup, pre-registration, pre-orientation, end of term processes, commencement).
5. Monitor academic progress of students and certify completion of graduation requirements and academic honors.
6. Implement Banner system enhancements and preserve functional operations of various Banner programs (e.g. course catalog, degree evaluation by program, registration set-up).
7. Assist the office with reporting/certifications with external agencies (e.g. National Student Clearinghouse, Immigration and Customs Enforcement).
8. Fulfill all other such duties as assigned by the Dean of Records.

Requirements:

1. A Bachelor degree and two years experience in educational administration.

2. Familiar with administrative software (SCT Banner preferred) and have advanced computer skills with spreadsheet, database and/or report writing tools (e.g. Excel, basic SQL knowledge).
3. Effective communication skills providing professional customer service with faculty, students and parents.
4. Ability to initiate and implement projects and procedures in an efficient and effective manner with demonstrated troubleshooting and problem solving skills.

Additional Eligibility Requirements:

- An acceptance of and commitment to Jesus Christ as Savior and Lord.
- An understanding of the mission and purpose of Covenant College.
- A strong understanding of and commitment to Scripture, the Westminster Standards, and the doctrinal standards of the Presbyterian Church of America (PCA) denomination.
- Must be able to assent to [Covenant College's Staff Commitments](#)

Physical Work Environment:

- This role is expected to be performed on campus unless otherwise directed or arranged for and operates primarily in a professional office environment using standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines and other job-related technology.
- There is a mix of standing and sitting for this particular role.
- Classified as light, occasional lifting or lowering an object from one level to another (includes upward pulling) up to 10 lbs.
- Expressing or exchanging ideas and conversation by means of the spoken word; needs to be fluent and conversant using the English language.
- Generally, full-time staff days and hours of work are Monday through Friday, 8:00am to 4:30pm. Occasional evening and weekend work may be required as job duties demand.
- Travel is not required for this position.

Position Classification:

Regular full-time, FLSA Non-Exempt (waged compensation)

Reports to the Dean of Records and Registrar

To Apply:

Interested applicants should apply at <https://www.covenant.edu/about/employment>. Qualified candidates will have the opportunity to attach supporting documents to the application.

Documents required for this position include:

- Letter of interest
- Résumé - including contact information for three references
- A statement or expression of your personal faith, sharing about your walk and the ongoing work of Christ in your life.

08/23/2023