Registrar/Front Office Assistant

Job Description

Position Type

This is a 12-month, full-time, non-exempt position.

Position Term and Equivalency:

Full time - Monday-Friday, 7:30 a.m.-3:30 p.m.

Reports to:

Front Office Manager, with no direct reports.

Position Description:

The Registrar/Front Office Assistant is a full-time administrative position. Part of a two-person team, this position provides clerical services and hospitable support to Field's front office, and its students, faculty and staff. Whether the school is operating in remote, hybrid, or in-person learning, the front office remains a touchstone for our families' first point of contact with the school and is considered an essential on-campus position.

As Registrar, he or she is responsible for maintaining Blackbaud, the school's Student Information Service (SIS), and provides support to various departments with tasks reliant on and specifically related to student data. The Registrar is responsible for all student data management, including, but not limited to:

- Oversee all student records in Blackbaud SIS (Education Management Solutions), including courses, activities, and grades
- Maintain demographic data for all students and families within Blackbaud SIS, working with Advancement Office to ensure records are accurate and consistent
- Manage grading and report cards within Blackbaud SIS, working with Dean of Curriculum and Department Chairs
- Support College Counseling office through management of transcript database and Naviance
- Respond to requests for transcripts and/or education verifications as needed
- Maintain Winter Internship database; support Winter Internship staff with imports and troubleshooting
- Manage online sign-up for annual Parent Teacher Conferences using PickATime software

- Work with Dean of Curriculum, Student Guidance, and Department Chairs to manage course registration and creation of student schedules
- Work with Director of Student Life to coordinate student activity registration
- Provide technical support to faculty, staff, parents, and students regarding the Blackbaud parent, student, and teacher portal, including re-setting passwords
- Manage yearly rollover of data each summer to prepare for the upcoming school year, including faculty records
- Maintain all student files (digital and hard copy) and assist with implementation of a permanent records management solution
- Work with Academic Services Coordinator to schedule and coordinate on-campus SAT and ACT testing

Housed in the Front Office, this position is integral in cultivating a welcoming and warm atmosphere while managing the duties and tasks of our vibrant school. Duties supporting the Front Office may include, but are not limited to:

- Answering main phone line and directing calls
- Greeting and directing visitors
- Sorting mail
- Posting daily schedule and tracking daily attendance
- Ordering and maintaining inventory of supplies
- Management of Student Health Forms and Agreements (Magnus Health)
- Administering minor First Aid and Health
- Lunch duty (during in-person instruction)

Skills and Qualifications:

The ideal candidate has experience working in a position that requires frequent interaction with people of all personalities. The candidate must be detail-oriented, organized, flexible, and able to work against deadlines both independently and collaboratively in a fast-paced setting. He or she must also have familiarity and experience with Blackbaud Education Management Solutions; familiarity with back-end structures of databases and query languages such as SQL is a plus. He or she should also have familiarity and ease with Google applications (Google Docs, Google Sheets, Google Calendars, Google Forms).

Requirements:

- Proficient in BlackBaud Systems, through experience working in a school environment
- Proficient with in Google Suite applications, Excel, Word, and Adobe Suite
- Strong verbal and written communications skills
- Ability to balance multiple priorities and stay poised under pressure
- A true team player, with the discipline to work independently on deadline-driven projects through completion
- Excellent time management with a keen eye to detail

- Values camaraderie in the community and intent on building a positive rapport with colleagues and families
- Mindful of interactions with others, with a commitment to diversity, equity and inclusion

Preferred:

- Knowledge of Magnus Health
- Bachelor's degree
- First Aid/CPR certification

Work Environment:
This position operates in a professional school environment.

Physical Demands:
While performing the duties of this job, the employee is regularly required to talk and hear. This position is active; it requires standing and walking, including stairs.

Travel:
Regular Travel is not expected in this position

Compensation and Benefits:
Competitive with other independent school registrar positions in the Washington DC area. Excellent health plan, disability and vacation leave.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.