



ST. BERNARD'S

SCHOOL OF THEOLOGY
AND MINISTRY

JOB POSTING

Registrar and Coordinator of Academic Planning (Full-Time)

Objectives and Responsibilities:

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- (i) to organize and implement planning, systems, reporting, and communications related to the School's academic programs and partnerships;
- (ii) to oversee academic recordkeeping, administer academic support services, and provide student-facing engagement;
- (iii) to collaborate with other Staff members in the fulfillment of the over-all mission of St. Bernard's.

Responsibilities:

1. Under the direction of the VP/Academic Dean, coordinates the academic operations of the School, including but not limited to: course scheduling, assessment, program creation and strengthening, long term course planning, and strategic alignment of decision-making.
2. Works with the VP/Academic Dean to develop partnerships external to the institution and to enhance operational processes internal to the School.
3. Coordinates components of the Permanent Diaconate program with the respective diocesan division/department director.
4. Assists in the registration process for new and continuing students for the upcoming semester.
5. Together with the VP/Academic Dean, oversees the implementation and quality control of all modes of educational delivery (online, distance, hybrid, and classroom).
6. Coordinates all aspects of the School's Student Information System (Populi) related to academic recordkeeping and provides support services to faculty and students.

7. Coordinates all aspects of the School's Learning Management System (Canvas) and provides support services to faculty and students.
8. Maintains and organizes faculty and student records, electronic (on Populi) and physical (on campus).
9. Together with the VP/Academic Dean, ensures timely collection of syllabi, required text lists, course evaluations, populi degree audits, and final course grades.
10. Assists the VP/Academic Dean in ensuring student success by tracking FTE, degree audits, incompletes, leaves of absence, degree completions, program retention, and other identifiable metrics.
11. Serves on the Graduation Planning Committee and assists with Commencement ceremony organization/planning, including but not limited to placing orders for academic regalia and diplomas and maintaining an updated list of graduates.
12. In collaboration with the VP/Academic Dean and Director of Admissions, organizes, implements, and assesses the annual Academic Convocation.
13. In collaboration with the VP/Academic Dean and Director of Admissions, oversees the strategy for effective student services, student retention, and the fostering of a supportive student community, including but not limited to the planning of new student orientation initiatives, student advising concerns and placements, audits of timely degree completion, and administration of student surveys.
14. Collaborates in the completion of various reports required by accreditation, national, and state agencies at specific times of the academic year.
 - i. Assists the VP/Academic Dean in preparing academic reporting (ATS, NYSED, IPEDS, CARA, SARA)
 - ii. Oversees immunization record reporting for the NYSDOH, under the direction of the VP/Academic Dean
15. Collaborates in the planning and execution of events, conferences, etc., in order to promote the School and to further develop its academic offerings.
16. Collaborates in the School's Graduate Assistantship initiative, ensuring benefit to the institution and a rewarding experience for the Graduate Assistants.
17. Committee Membership: Admissions Committee, Marketing Committee, and Events Committee.
18. Performs other duties as assigned by the VP/Academic Dean.

Required Education and Experience:

- A Bachelor's degree is required
- An understanding of and cooperation in the mission of the Roman Catholic Church and of St. Bernard's School of Theology and Ministry
- An active member of a Roman Catholic Faith community preferred
- Knowledge and awareness of the operation of a post-secondary institution (2+ years of work experience in a post-secondary institution preferred)

- Experience with student information systems, the ability to develop processes and utilize technology to increase efficiencies
- Proficiency in computer and office software applications
- Strong organizational and analytical skills, as well as strong verbal and written communication skills
- Strong attention to detail

Reports to: VP/Academic Dean

St. Bernard's School of Theology and Ministry assumes a Ministerial Exception.

Review of applications will begin immediately; all application materials are due on or before July 1st, 2022. Please send a cover letter, resume, a professional writing sample, and three references (names, affiliations, and contact information) to:

Dr. Matthew Kuhner
Vice President and Academic Dean
Assistant Professor of Systematic Theology
St. Bernard's School of Theology and Ministry
Matthew.Kuhner@stbernards.edu