



Registrar (Part Time)

Miss Hall's School inspires and encourages each girl to pursue the highest standards of learning and character; to contribute boldly and creatively to the common good; and to seek a purposeful life, based on honor, respect, growth, and personal authenticity.

At Miss Hall's School, we champion social justice; insist that all community members demonstrate respect for each other through words and actions; and affirm that diversity, equity, and inclusion are essential to learning and problem solving, discovery and personal growth, and cultivating empathy and cultural competency. Guided by these beliefs, and with the understanding that being an inclusive community requires ongoing work and commitment, we foster cross-cultural dialogue and allyship to honor and celebrate our diverse community.

Miss Hall's School seeks a part-time (20-25 hours per week) Registrar. The Registrar maintains student educational records and assists with scheduling, academic testing, and college transition needs. Working directly with the Academic and College Counseling offices, the Registrar is a trusted partner committed to students' educational success at Miss Hall's and beyond. Miss Hall's School is committed to diversifying its staff to bring a wider range of ideas, experiences, and representation to our program.

Responsibilities

- Establish and maintain permanent student records and related filing systems, including enrollment, academic, and withdrawal information
- Maintain student and class information in the School's databases, including FileMaker and PowerSchool, ensuring accurate data and information regarding student educational records, schedules, and personal information
- Create, update, and distribute accurate transcripts for all students, in coordination with the Dean of Academics and Faculty and the Director of Academic Counseling
- Register new students, requesting records and transcripts for students from previous schools, and generating and distributing records to Miss Hall's School personnel as needed
- Maintain and manage student class attendance records in coordination with other administrative staff.
- Work collaboratively with faculty and administration on the production and dissemination of student grades and comments, and final transcripts for graduates
- Assist the College Counseling Office by preparing and processing transcript and student information for college applications and overseeing college representative visits to the College Counseling office

Skills and Competencies

- At least 2 years of administrative and analytical experience; school-based experience preferred
- Astute analytical skills and proficiency with data collection and database maintenance
- Highly organized and detail-oriented, with the ability to manage multiple concurrent time-sensitive projects skillfully, responsibly, and efficiently
- Initiative and drive, with the ability to follow through in order to achieve goals
- Experience with standard office software, and the ability to learn and use specialized software programs as systems change

Salary benchmarked with NAIS medians and commensurate with experience