



WESTMINSTER CHRISTIAN ACADEMY

237 Johns Road/Huntsville, AL/35806

JOB TITLE: Academic Registrar

REPORTS TO: Director of Academics

WORK LOCATION: Administrative building

POSITION OVERVIEW:

The Academic Registrar maintains the accuracy, integrity, and confidentiality of all student academic records. This role oversees grades, schedules, transcripts, and cumulative records to ensure compliance with school policies and reporting requirements.

Responsibilities include managing student records related to enrollment, re-enrollment, withdrawals and transfers, graduation processing, and NAVIANCE data uploads, as well as coordinating the collection, recording, and reporting of grades for report cards, transcripts, and other academic reports to ensure timely and accurate academic documentation.

KEY RESPONSIBILITIES:

- Maintain integrity of student academic records (new, current, transfer, and alumni).
- Process new, current, and departing students academically (enrollment documentation, status changes, transcript updates).
- Oversee grade reporting – collect, verify, and publish grade reports each term.
- Manage course registration, scheduling support, and academic record updates.
- Collaborate with Technology Director and Academic Administration on School Information System (SIS) setup for gradebooks, attendance, and course structures.
- Maintain accurate graduation records and create official transcripts and diplomas.
- Manage academic reporting (transcripts, GPA, rank, diploma, test scores, etc.).
- Handle SEVIS updates for F-1 visa students (academic program status, completion dates).
- Audit academic data for accuracy each term.
- Create academic reports for accreditation, college counseling, and internal statistics.
- Oversee records digitization and archiving for graduates and alumni. Manage annual rollover tasks in SIS (progression, grade levels, scheduling, attendance setup).
- Provide academic data and reports to internal departments upon approved requests.
- SEVIS compliance (I-20 billing aspects).
- Other Duties as Assigned.

QUALIFICATIONS:

- Bachelor's degree in accounting or related field.
- 2+ years of experience in accounting, preferably in an educational or nonprofit setting.
- Proficient in accounting software, Blackbaud and Microsoft Excel.
- Detail-oriented with strong organizational and communication skills.
- Commitment to Westminster's Christian mission and values.