

**Christ School seeks a Head Registrar and Executive Assistant to the Head of School beginning in the spring of 2020. Christ School was founded in 1900 and is an all-boys boarding and day school serving 290+ students from 18 states and 8 foreign countries. The school is located on a 500-acre campus in the heart of the Blue Ridge mountains and eight miles south of Asheville, North Carolina. The position features a healthy work environment, competitive compensation, health care benefits, and a retirement package.**

Primary Job responsibilities:

Registrar-

- Serve as a Platform Manager and work with other departments to manage the Core database.
- Create, Update and Maintain the Master Schedule and Daily Schedule Calendar.
- Upload and import relevant student data and files (Previous school grades, Transcripts, Photos, Test Scores)
- Annual roll over, data entry, and set-up procedures.
- Maintains a variety of records and/or files, including student records (e.g. student schedules, rosters, student cumulative files, previous school transcripts, Standardized Test scores, student photos, completed reports, etc.)
- Perform enrollment activities (e.g. interpreting transcripts, updating automated student information system, course enrollment, etc.)
- Performs record keeping and general clerical functions (e.g. proofreading, filing, copying, faxing, supply ordering, etc.) for the purpose of supporting departmental operations.
- Prepares a variety of reports and written materials (e.g. report cards, class rankings, grade checks, failure reports, etc.)
- Processes documents, forms, mailings and materials (e.g. new registrations, transcripts and transcript requests, withdrawals, purchase orders, etc.)
- Maintain student forms for NCAA and work with the Admission office and College Counseling to ensure student compliance.
- Assist and coordinate, as needed, travel arrangements for potential employees in conjunction with the Academic Office.
- Manage and schedule Parent/Teacher Conferences for Family Weekend.

Headmaster's Executive Assistant-

- Support the Headmaster as Administrative Assistant: scheduling, correspondence, communications, PowerPoint presentations and reports.
- Graduation Weekend Coordinator: Plan and manage the annual Awards Ceremony and Graduation Ceremony.
- Manage school information and billing for associations and memberships (eg: NAIS, NCAIS, NAES, TABS, etc.)
- Update and distribute annually the School Calendar, Christ School Employee Handbook and Resident Handbook as communicated by Human Resources, the Headmaster and the Administrative Team.

Required: Bachelor's Degree or at least three years of commensurate school experience. Working knowledge and experience with Blackbaud's K-12 Education Management Solutions (previously OnSuite).

Skills: Excellent with technology and cloud base software, Excel and CSV file management, detail oriented and highly organized, prior experience with school administrative tasks and other school software desirable. Ability to adapt to changing work priorities and working with frequent interruptions. Effectively communicate with diverse groups, maintaining confidentiality. Please email your resume to [pkrieger@christschool.org](mailto:pkrieger@christschool.org)