**Registrar for Bethel College, North Newton KS**

**Full-Time, Salaried Exempt**

**Job Summary:**

The Registrar is charged with the responsibility of creating and maintaining the academic record and enrollment of students, to interpret, implement, and enforce academic policies, to certify awarding of degrees, for creating and implementing the class schedule and room assignments, to provide data for internal and external reporting, and to provide transcripts and certifications as needed. The Registrar protects the integrity of the College’s student records and academic degrees and ensures that the student remains the primary reason for the existence of the registrar’s office. The Registrar works collegially and collaborates with students, institutional leadership, faculty, and staff and supports College programs and policies as established by federal, state, administrative, and academic entities. The Registrar acts as a central communication resource for academic and policy information related to student records management, including planning and development of strategies for maintenance and upgrading of academic information infrastructure.

For complete job description, please go to the website: <https://www.bethelks.edu/about/who-we-are/career-opportunities>