

# Oblate School of Theology

285 Oblate Drive San Antonio, TX 78216  
Ph: (210)341-1366 Web Site:[www.ost.edu](http://www.ost.edu)

## JOB OPENING

The Oblate Service Corporation is seeking applicants for ASSOCIATE REGISTRAR position at the Oblate School of Theology (OST). The Oblate School of Theology is a graduate and professional school that provides education in Catholic theology for the church's mission and ministry in the world. An avenue to bring together different cultures, OST educates for mission.

### POSITION:

**ASSOCIATE REGISTRAR**

### POSITION STATUS:

Full-Time, Exempt

### SUMMARY:

The Associate Registrar provides direct assistance to the Registrar regarding designated areas within Registration and Records; assists with the operational and financial functions of the Registration process assigned; and provides high quality customer assistance in partnership with the Continuing Education department Process registrations for all Certificate programs and Continuing Education events via website, telephone, and in-person interactions. Maintain current and complete registration lists for all Certificate programs and Continuing Education events. Maintain open communication with Director of Continuing Education, Whitley Theological Center representatives, and Oblate Renewal Center staff. Prioritize workload and effectively consolidate work. Responds and composes email memos, as well as correspondence, in a timely manner to all OST employees, students or outside contacts. Daily interaction with OST employees, students, or outside contacts to provide information, answer , solve problems, or otherwise respond to legitimate requests. Attends OST meetings. May be required to follow other job-related instructions and to perform other job-related duties as requested.

**REGISTRAR'S OFFICE:** Responsible for the maintenance of student records ensuring accuracy, integrity, and confidentiality of all information. Monitors add/drops, and withdrawals and issues student transcripts and other student information. Prints new student applications and create new files and input data. Assists with the accurate and timely input of grades. Researches and makes recommendations on courses and/or tuition offered by other colleges when requested. Uses computer to maintain, update, and create reports, forms, and folders. A Designated School official for Homeland Security: Create, maintain records for international students. Responsible for printing and issuing Student ID's; Transcripts. Create and send grade reports and matrix schedules to Formation Houses. Assists in student billing statements. **CONTINUING EDUCATION OFFICE:** Collect and accurately total (pre-paid and same day) revenues collected from events. Prepare and assemble participant folders and name badges. Make timely copies of forms, handouts, lists, and documentation as needed or requested and distribute. Create coded list of events for Business Office. Create evaluations and certificates. Process same-day registrations and check-ins at Continuing Education events outside of regular office hours. Maintain a reasonable amount of paper and office supplies for Continuing Education Department; maintain a reasonable amount of promotional material at various points of entry throughout the OST campus. Organize communication with faculty, staff, and vendors. Enter all new email contacts into OST's email marketing platform. Recap returned evaluations.

### WORK HOURS:

Monday through Friday, 8 a.m.– 5p.m. Some weekend and evening shifts are required for the Continuing Education department.

### EDUCATION/SKILLS:

Bachelor's Degree in Education, Administration, or related field, required. Three to five years of experience in a university setting, or combination of education and experience commensurate with the requirements of the position. Proficiency in Microsoft Office, Outlook, CAMS, and ability to configure and use a variety of computerized database programs. Must have knowledge of applicable state and federal laws and includes rules, regulations, and laws regarding student records. (FERPA). Must maintain a high level of confidentiality of all student records and information. Must maintain high standard of professionalism by providing high quality customer service to students, general public, campus faculty and staff. Must have proficient planning and scheduling techniques. Proficient skills in database management and data retrieval techniques, required. Effective time management skills and ability to meet deadlines. Must have excellent interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse educational community. The ability to foster a cooperative work environment between the two departments. Must have bilingual skills, (English/Spanish.)

### JOB CLOSING DATE:

Until filled

Qualified candidates should Visit [www.ost.edu](http://www.ost.edu) to apply under the CAREER OPPORTUNITIES section.

*Employee referrals are welcomed.*

*Oblate Service Corporation and its affiliates are an Equal Opportunity Employer*