United Theological Seminary Job Description

Job Title: Assistant Registrar and Director of Student Advisement
Department: Academic Affairs
Reports to: Registrar
Prepared by: Wendy Deichmann
Prepared Date: September 8, 2026
FLSA Status: Salary - Exempt

Approved by Supervisor ---------- (initials) **Date:** ----------
Approved by Academic Dean_____ (initials) **Date:**_____
Approved by VP Finance/Admn_____(initials) **Date:**_____
Approved by President: ---------- (initials) **Date:** ----------

Summary

The Assistant Registrar and Director of Student Advisement assists and cross-trains with the Registrar; and works closely with the Admissions Office to help new and current students as they enroll in, plan, register for, and complete successfully their program of study.

Essential Duties and Responsibilities

Assistant Registrar

- Assist the Registrar with Commencement and other responsibilities as needed.
- Cross-train with the Registrar.
- Fulfill Registrar responsibilities as needed, especially when Registrar is out of the office.

Director of Student Advisement

New Students (In cooperation with the Admissions Office)

- Contact newly confirmed Master's degree applicants to provide initial advising, help them plan and project their academic program, and complete initial registration.
- Maintain office hours and modes of communication accessible to international students
- Assist first-year Master's degree students with academic advisement and course registration.
- Liaison with degree-specific (DMin, TH.D) offices to ensure a smooth registration process for new students.
- Work with Houses of Study, including language-based Houses, to register new students and assure they are on track with initial advising and academic program plans.
- Oversee New Student Orientation in collaboration with related offices.
- Manage and oversee successful student completion of the required online orientation course.
- Direct confirmed students to available services provided by the seminary (i.e.. disability, writing center, library, etc.)

Current Students

- Work with the Academic Dean's office in assigning Faculty Advisors for all Master's students.
- Work with the Director of the Houses of Study, Associate Dean for the Doctor of Ministry program, Director of the Th.D. program, and Academic Dean's office to ensure accurate and timely information is available to students.
- Assist the Registrar with identifying and contacting struggling students in each degree program and refer them to appropriate offices and resources.
- Reach out to help students who have not logged into their courses during the first week of class.
- Assist in the creation of plans to improve student performance.
- Oversee availability of student resources.
- Monitor and update student communication portals to ensure information is timely and effective, including:
    - Student resources links
    - Access to job opportunities
    - Hospitality for and student access to visiting judicatory officials

Institutional Service

Provide oversight for updates to the Student Handbook, the Course Offering Plan document and its administration, and Course Planning Guides annually.

- Work with the Academic Dean, the Director of the Houses of Study, the Director of the Doctor of Theology program, and the Registrar to ensure that courses in degree programs, concentrations, and House of Study tracks are offered in a timely way.
- Work with the Academic Dean, the Director of the Doctor of Theology program, the Executive Assistant to the Academic Dean, and the Registrar's Office to:
    - Create and maintain annually the master's-level course schedule
    - Update the Academic Catalog annually
    - Update the Student Handbook annually
    - Create Course Planning Guides annually
    - Ensure that Course Planning Guides are current and available to students.
- Serve on the following Committees.
    - Business Faculty
    - Masters Studies
    - Program Introduction Committee
    - General Certificate Committee
    - Assessment Committee
    - Student Aid
- Evaluate and report on measures of student success, satisfaction, retention, and disposition.
- Perform annual assessment of student success in accordance with the institutional assessment plan.
- Serve as the Designated School Official (DSO) and an Alternate Responsible Officer (ARO) for the Student Exchange Visitor (SEVIS) program.

Other duties as assigned.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
Master's (preferably M.Div. or M.Ed.) degree is required.
Previous experience working successfully in an institution of higher education is desired.

Language Skills
English language proficiency is required.
Written and spoken fluency in Spanish, French, and/or Korean language is desired.
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to take initiative in a responsible way.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Interpersonal Skills
Ability to relate well to all persons without discrimination regarding race, ethnicity, religion, gender, age, national origin, ancestry, disability, sexual orientation, marital status, parental status, veteran status or economic status.

Minimum Technology Skills

High level proficiency with office technology and student information systems and the ability to adapt to changing educational technology and systems. Technical experience with Salesforce preferred.

Use of Google Plus for email.

Basic proficiency in: composing emails, spell check, use of email Global Address List (GAL), create/use email folders, mange email contacts, manage email calendar, make/update email appointments, compose documents, print, mail merge, use headers/footers, insert graphic image, basic outlining, insert simple grid or graph, manage versioning, organize/manage digital file folders, set up spreadsheet, and basic arithmetic with rows and columns.

Proficient at the intermediate level in Microsoft365, specifically with MS Word, MS Excel and MS PowerPoint. Experience with MS SharePoint and Adobe software. Familiarity with the Internet, how to use search engines (Google, Yahoo, etc.) and experience working in a network environment.