



PENTECOSTAL

THEOLOGICAL SEMINARY

a Church of God ministry

Director of Academic Records/Registrar Job Posting

The Pentecostal Theological Seminary announces the following full-time position (40 hours/week). The position is open until filled with an expected hire date of mid-July. The compensation and benefits for this position will be discussed during the interview process.

To Apply:

Please submit a resume to jterpstra@ptseminary.edu. The application will be forwarded to you via email when the resume is received. The office is located at the Pentecostal Theological Seminary, 900 Walker Street NE, Cleveland, TN 37311.

Interviews will begin for qualified applicants as applications are received. The position will be open until filled. If you are selected to take part in the interview process, you will be contacted and provided instructions for the interview.

Core responsibilities:

General

- Create and maintain policies and procedures for the office of academic records / registrar at the supervision of the Vice President for Academics/Dean of Faculty (VPA/Dean).
- Supervise the Assistant to the Director of Academic Records/Registrar.
- Maintain the institution's compliance with the Family Education Rights and Privacy Act (FERPA), distribute FERPA notices regarding student records to all enrolled students.
- Provide annual FERPA training for faculty and staff.
- Participate in the planning and executing of assigned tasks for the annual commencement ceremonies.

Registration

- Design and publish course schedules for each semester at the approval of the VPA/Dean.
- Create and revise course listings in PTSONline (Populi) and at the PTS website.
- Oversee the planning and execution of tasks necessary for student registration for each semester/term including student notification of registration status.

- Review student enrollment headcount for each course no later than two (2) weeks prior to the start of each term and report to the VPA/Dean.
- Inform and assist new students with registration prior to their first term of enrollment.
- Provide registration instructions to returning students.
- Assist all students with questions concerning registration and records.
- Maintain accurate enrollment records.
- Apply notations of registration locks to the student's database, on the basis of the lack of satisfactory academic progress.
- Compile enrollment and student data for external reports (i.e. IPEDS, SACS, ATS, etc.).
- Compile enrollment and student data for internal reports (i.e. President's Office, VPA/Dean's Office, etc).

Academic Records

- Verify new admission records for their accuracy and completion in the database.
- Maintain digital records of academic events, such as transfer credit, course waiver/substitutions, advanced standing, satisfactory academic progress, and graduation clearance.
- Maintain, and revise as needed, academic forms for student use.
- Create and maintain permanent academic records for each graduate, which includes admission application, autobiography, and all transcripts from previous institutions attended.
- Process academic transcript requests.
- Evaluate student grades for satisfactory academic progress.
- Maintain an accurate list of special students with provisional admission.
- Report to the VPA/Dean on students who failed to earn satisfactory academic progress so an academic plan can be written. A copy of the academic plan is placed in the student's academic record by the Records/Registrar's Office.
- Schedule faculty grade submission deadlines at the approval of the VPA/Dean.
- Oversee the reporting and recording of all student grades.
- Track incomplete grades for their completion.
- Process grade change forms once approved by the VPA/Dean.
- Maintain and revise the degree audit in the PTSONline (Populi).
- Upon graduation, record the date and the degree awarded for each graduate, as well as processing the deactivation of their status in the program.

Required Education and Experience:

- Accredited bachelor's degree
- A minimum of five years experience in office management
- Knowledge of Microsoft Office and G-Suite

As a denominationally sponsored institution, the Pentecostal Theological Seminary is fully committed to the spiritual, doctrinal, and ethical emphases of the Church of God and is firmly dedicated to serving and training its ministry. PTS employees are expected to be committed to the absolute authority of Scripture and to the Holiness-Pentecostal interpretation of the Christian faith as set forth in the Declaration of Faith of the Church of God and agree to conduct his or her life in alignment with those provisions. Employees must be in agreement with the Church of God Declaration of Faith, Doctrinal and Practical Commitments.