Trinity Hall seeks a Registrar for the 2022 - 2023 academic year.

Trinity Hall is an independent, all-girls school that educates and empowers young women in the Catholic tradition through an innovative college preparatory program grounded in our four core values of leadership, respect, perseverance, and faith. Trinity Hall prepares each student to achieve her full potential as she embraces her place in the world.

Registrar

Primary Responsibilities:

- Maintaining the Student Information System (PowerSchool) and ensuring seamless integration with the Learning Management System (Schoology).
- Keeping accurate records of student enrollment, attendance, academics, and co-curricular activities.
- Creating the academic schedule for students and faculty annually. Organizing and managing the logistical and technical aspects of the annual student course registration process.
- Generating student data reports to assist faculty, staff and school leadership to make effective decisions and serve students well.
- Working closely with the College Counseling team with student records as requested in support of the college application process.
- Providing administrative support to the Dean for Academics and Dean for Student Life (e.g., scheduling of MOESC, event planning, grade distribution, file maintenance, and other tasks as assigned).

This role interfaces with all aspects of the school community, parents, students, faculty, staff and school leadership and provides an important role in support of the school in maintaining accurate records.

Successful candidates should have:

- outstanding proficiency in the creation and maintenance of databases
- the ability to use data quickly and effectively to generate a variety of reports, visuals, charts, etc. essential to school functions
- facility with Microsoft Office and Google applications
- a Bachelors or Associates Degree / helpful coursework or certificate completion related to the skills mentioned above
- Prior experience with PowerSchool and Schoology is preferable and/or prior experience with a similar Student Information System / database

Strong candidates will have excellent written and verbal communication skills, flexibility to adapt to the daily needs of adolescent girls, and be willing to work with colleagues and students in a dynamic, collaborative setting.

To Apply:
Candidates should electronically submit a letter of interest, a resume with three to five references, and a completed employment application* to admin@trinityhallnj.org indicating Registrar in the subject line. No telephone inquiries please. All electronic applications will be acknowledged upon receipt, and those candidates who best match Trinity Hall’s qualifications will be contacted. *Employment application is available at https://www.trinityhallnj.org/apps/pages/careers.

Trinity Hall, in the treatment of employees and applicants for employment, is committed to a policy of equal employment opportunity and nondiscrimination. The school and its representatives follow the laws that govern hiring practices and focus fairly and consistently with every applicant on the talent, skills, and abilities needed for the job.