

Registrar Job Description

Job Title: Registrar

Reports to: School Director

Responsibilities and Duties:

- Responsible for maintaining student records. Process students' enrollment, transfers, and withdrawals from school.
- provides an approachable and welcoming response service to enquiries concerning students' admissions
- Facilitates the enrollment process for new students, including verifying documentation, collecting necessary forms, providing information about school policies, procedures, academic requirements and requesting transcripts and records from other schools
- Processes requests for student transcripts, including preparing official transcripts for college applications
- Maintains accurate and up-to-date student records, including personal information, and attendance records to align with Middle States Association (MSA) accreditation standards
- Organizes tours and visits for prospective parents
- Formats the Friday Notes and send the electronic copy to parents, teachers, staff and students
- Assist AISC guards when needed
- Responsible for translating all incoming and outgoing correspondence between the school and families
- Ensures compliance with privacy laws and confidentiality regulations in handling student information
- Verifies and document student grades, course completion, and other academic information accurately
- Generates attendance reports and communicates with parents or guardians regarding student absences
- Stays informed about changes in education policies and regulations, ensuring that the school's record keeping practices comply with legal requirements
- Performs all other duties as assigned by the Director.

Requirements:

- Possess a bachelor's degree in a relevant field such as education, business, or administration
- A minimum of three years' experience in a related position is required

- Demonstrated proficiency in oral and written communication skills. Effective interpersonal skills, with an emphasis on communication and collaboration with a diverse variety of people and groups.
- Bilingual (English & French)
- Knowledge of computer network operations, data entry and retrieval using technology, and knowledge of Microsoft Office Programs: Excel, Word, Outlook, Access, or other comparable or similar software.
- Ability to work independently, demonstrates initiative, prioritizes tasks, and performs assignments as directed with accuracy, attention to detail, and within established time frames. Ability to organize and maintain accurate records.
- Ability to exercise tact, courtesy, and initiative in dealing with students, parents, school staff, and the public.
- Possess and demonstrate high ethical standards, accountability, and integrity and ensure compliance with local school student record standards.
- Ability to be punctual and maintain regular attendance.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Works in an office environment with varying levels of noise during the day.
- Faces constant interruptions. Needs to utilize time management strategies.
- Must be able to multi-task. Must be able to tasks.

Interested candidates who meet the requirements for relevant position are requested to send their current CV , a motivation letter , copies of their diplomas or certificates, employment certificates and the contact information of two references to the three (3) email addresses : director@aisconakry.org, exec@aisconakry.org, office@aisconakry.org latest by April 19, 2024.