

Job Description: Registrar / Receptionist

St. Paul's Episcopal School's Registrar / Receptionist is a diverse and central position for the school community. The Receptionist is the first point of contact to all who call or come to campus. The Registrar maintains student and family records, is involved in enrollment, transcript requests, and student standardized testing platforms.

The role requires strong organizational, communication, and interpersonal skills with the ability to work with frequent interruptions. The Registrar / Receptionist will have the ability to work independently and must be able to work under pressure at times and to handle a wide variety of projects and confidential matters with discretion.

This position begins June 1, 2021.

Qualifications

- Strong organizational skills, meticulous in maintaining accurate and auditable records
- Strong interpersonal skills, ability to build relationships with all constituents, including faculty, staff, parents, and students
- Proficient in Microsoft Office (Outlook, Word, and Excel), ability to develop or maintain spreadsheets and databases
- Ability to learn and master new technology and student data platforms

Education and Experience Requirements

- Associate or Bachelor's degree

Please forward resume and references to blyons@stpauls-lakeview.org.