



Registrar & Director of Institutional Research | Academic Team

INTRODUCTION

Boise Bible College started in the basement of a downtown Boise church in 1945 as a pastoral equipping station for Pacific Northwest churches. Over the 80 years since then, we have not wavered in this mission, and today, we continue to equip servant leaders who build up the church to advance the Gospel worldwide.

The Registrar is responsible for overseeing enrollment services, maintaining academic records, managing academic reporting, and administering BBC's learning management system and student information system. The Director of Institutional Research (DIR) is responsible for administering the College's assessment processes and overseeing the maintenance and reporting of compliance to applicable governmental agencies and accrediting bodies.

MISSION CONNECTION

This role is vital in providing academic services that help students reach their academic objectives as they prepare for Kingdom work and information that enables the College to fulfill its mission effectively.

RESPONSIBILITIES (Registrar)

The Registrar is a *non-faculty* Academic Office staff member who reports directly to the Vice President of Academic Affairs. The responsibilities include, but are not limited to, the following:

- Attend Academic Council meetings and contribute to discussions as needed
- Actively participate in the ABHE reaccreditation process
- Support the college in its mission to recruit, retain, and graduate mission-compatible students
- Engage in campus culture by partnering with Student Services & Academic Activities
- Manage and oversee student pre-registration & registration processes and course & degree changes
- Oversee the new student orientation process and teach the Bible College Navigator class
- Ensure that all student records are stored and handled in compliance with privacy laws
- Monitor student progress and keep students informed about their requirements for degree completion
- Manage and oversee academic records, with particular attention to student and course grades in ASLAN
- Cooperate with faculty and administration to schedule classes and resolve conflicts
- Process requests for transcripts and other student records
- Evaluate student transcripts for the applicability of potential transfer credits
- Work with the VP of Academics to schedule classes for each semester and academic year

- Work with the VP of Academics to oversee the Christian Service requirements
- Assist with graduation ceremonies
- Update of the College Catalog
- Stay current on system updates, training, and maintenance
- Stay current on SLS updates, training, and maintenance (ASLAN)
- Manage and oversee SLS processes (set-up, courses, degrees, etc)
- As needed, provide training to new faculty and academic staff (including setup and gradebook support for adjunct faculty in particular)
- Travel, as required, up to ten days per year
- Execute tasks as assigned by the VP of Academics

RESPONSIBILITIES (Director of Institutional Research)

The Director of Institutional Research reports directly to the Vice President of Academic Affairs. The responsibilities will include, but not be limited to, the following:

- Attend Academic Council meetings and contribute to discussions as needed
- Actively participate in the ABHE reaccreditation process
- Support the College in its mission to recruit, retain, and graduate mission-compatible students
- Engage in campus culture by partnering with Student Services & Academic Activities
- Complete on time, in coordination with other departments and personnel, mandatory reporting such as IPEDS, ABHE Annual Update, and other requirements as necessary, including the collection of data and maintenance of records related to mandatory reporting
- Develop and maintain an institution-wide process of assessment that provides documentation of the College's institutional and educational effectiveness, and provides reasonable and defensible interpretations of data trends to college administrators
- Maintain and safeguard a historical archive of data generated by the assessment processes
- Provide data as needed to satisfy the documentary requirements of applicable governmental agencies and accrediting bodies
- Stay abreast of governmental regulations and accreditation standards that have bearing on the College's legal status to offer its programs and degrees
- Advise the President and the Vice President of Academic Affairs of the implications of regulations set forth by governmental and accrediting bodies, especially in matters that might place the College in a state of non-compliance with governmental agencies and accrediting bodies
- Travel, as required, up to ten days per year
- Execute tasks as assigned by the VP of Academics

TRAINING AND EXPERIENCE

- Bachelor's degree from a Restoration Movement (RM) College (strongly preferred)
- Five years of experience in local RM church paid ministry (preferred)
- Master of Arts from a RM College/University (preferred)
- Five years of experience as a Registrar/DIR in a RM college or university (preferred)

CORE COMPETENCIES & EXPECTATIONS

- Must be in whole-hearted accord with, and sign, the Doctrinal Position (See: Bylaws Article XI — Doctrinal Position; Section 1: Agreement Required; letter b)
- Preferably, a member in good standing of an autonomous church in the Restoration Movement heritage of the College
- Must maintain a working knowledge of the history of Boise Bible College, and its Restoration Movement heritage
- Must be committed to Christlike maturity, academic excellence, intellectual integrity and the mission of the college
- Must have a passion for the local church
- Must have the high level of discretion required for working with confidential information
- Must be able to meet people easily and communicate a genuine interest in them
- Must have good organizational skills and close attention to detail
- Must be proficient in the use of current educational technology (smart boards, copier/printer, projectors, etc.)
- Must adhere to applicable Handbooks (Faculty, Employee, etc.)
- Proficiency in the following software is ideal: Blackbaud LMS, Planning Center, Slack, Zoom, Microsoft Office and/or Mac Software (Pages, Numbers, Calendar & Mail)

BENEFITS & PAY (see Employee Handbook)

- Medical Insurance for employee & family (\$110 per month paid by employee for family)
- Retirement Matching
- Paid Holidays
- Paid Time Off (Vacation/Sick)
- Level 4 Pay Grade - Salaried - 40+ hours/week

HOW TO APPLY

- Submit a PDF of your resume or CV with a cover letter to Dr. Kelvin Jones, Vice President of Academic Affairs (kelvin.jones@boisebible.edu)