



The Dominican House of Studies

Founded in 1905 • A Pontifical Faculty since 1941

REGISTRAR AND ACCREDITATION LIAISON

JOB DESCRIPTION

The Registrar & Accreditation Liaison reports directly to and works closely with the Vice President and Dean of the Pontifical Faculty of the Immaculate Conception to insure the efficient and effective management of the academic functioning of the school, the ongoing assessment of programs, and the maintenance of accreditation status with accrediting agencies.

SUBMIT RESUME AND LETTER OF INTEREST TO HIRING@DHS.EDU

DUTIES AND RESPONSIBILITIES

- Processes student applications for admission into degree programs, forwarding those applications to the Admissions Committee or Doctoral Committee when necessary, guiding candidates through the application process, and informing them of the results.
- Processes F-1 Visa requests and monitors the status of F-1 students matriculating in a degree program.
- Assists the Academic Dean in scheduling courses, classrooms, and special examinations. The Registrar is also responsible for generating academic calendars, updating both the bi-annual Academic Catalog and the annual Student Handbook.
- Ensures that the student handbook and admissions policies and procedures align with state, local, and accrediting regulations.
- Collects questions and properly sets special examinations and translation exams throughout each semester, submits student responses to examiners, and reports results to students. The Registrar & Accreditation Liaison also proctors special examinations as well as translation examinations, or arranges for another person to do so.
- Maintains student orientation materials and produces photo IDs for faculty, staff, and students and produces the program for the annual Mass of the Holy Spirit at the beginning of the academic year.
- Creates a photo directory each semester of faculty, staff, and enrolled students.
- Assists with new student orientation each year as directed by the Academic Dean.
- Produces graduation invitations, the commencement program, and assists the Academic Dean at the ceremony. Also orders academic diplomas, hoods, and gowns for graduation.
- Issue transcripts.
- Submits timely reports as needed to external bodies such as but not limited to the D.C. Higher Education Licensure Commission, the Middle States Commission on Higher Education, the Association of Theological Schools, and the U.S. Department of Education.
- Produces reports for the Board of Trustees and Board of Overseers as needed with enrollment metric (such as retention and yield analysis).

- Works with the Academic Dean to prepare and implement the annual budget of the Registrar and Accreditation Liaison Office.
- Corresponds and liaises with accrediting agencies to collect data and information as needed from peer institutions as well as to assist the Dean in coordinating any necessary site-evaluation visits, in producing reports, and otherwise engaging in self-study for the next accreditation cycle.
- Assists the Dean and the Programmatic Review Committee in the outcomes assessment process. Among other things, this will involve:
 - The distribution of assessment tools and instructions to students and faculty.
 - Analyzing data and producing necessary reports for committee and faculty review in order to "close the loop" of the assessment cycle.
- Provides financial aid advising to prospective and current students.
- Awards financial aid funds to eligible students and monitors satisfactory academic progress.
- Prepares reports relating to financial aid to maintain compliance.
- Serves as School Certifying Official for students receiving education benefits through the Department of Veterans Affairs.
- Other duties as assigned by the Dean.

REQUIRED QUALIFICATIONS

- A bachelor's degree.
- Attention to details, especially quantitative ones.
- Minimum of two years of experience in education, statistical analysis, and/or accreditation.
- Demonstrated written and oral communication skills.
- Knowledge of accreditation standards and practices in higher education.
- Commitment to confidentiality.
- Ability and willingness to work cooperatively with others.
- Ability to work efficiently and diligently without continuous oversight.
- Problem-solving capability.
- Attentiveness to deadlines.
- The Pontifical Faculty of the Immaculate Conception is an ecclesiastical faculty of the Holy See and an apostolate of the Dominican Friars of the Province of St. Joseph. The Registrar and Accreditation Liaison will need to be committed to the mission of the school. The Registrar and Accreditation Liaison will be called to represent the school and the Dominican friars in public, and to bear witness to the Catholic faith. A requirement of this position is that its holder be a practicing Catholic in good standing who assents to and professes the Catholic faith in its entirety as presented in the *Catechism of the Catholic Church*.

PREFERRED QUALIFICATIONS

- M.A. in Higher Education Administration.
- Experience with accreditation and assessment methods and tools.
- Database management skills.
- Competence in Adobe InDesign.
- Background in statistical methods and survey design.

- Competence in Office programs (Word, Excel), and in some statistical program (e.g., SPSS, R, SAS, or Stata).
- Familiarity with the various sources of law and guidance for Catholic theological and ministerial formation.

ABOUT THE DOMINICAN HOUSE OF STUDIES

The Dominican House of Studies in Washington, D.C. was founded in 1905. It is a graduate school of theology whose mission is the education and formation of Roman Catholic priests for the ordained ministry in the Roman Catholic Church. Students also include religious men and women as well as members of the laity who seek to serve in some ministerial capacity in the Church.