



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 maintenance of accreditation status, and the ongoing assessment of programs.

The role is an in-person, full-time position with a 40-hour-per-week expectation. Initiatives and events may require working additional time. While collaboration is a key part of the job, the ability to take ownership of initiatives is essential. This is a salaried position with health benefits and a 403b contribution. Salary is based on experience, skill level, and enthusiasm for the role.

A hybrid working model may be considered, but an applicant must be within commuting distance of our location in the District of Columbia.

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

DUTIES AND RESPONSIBILITIES

- Assist the Academic Dean in scheduling and administering courses and other academic activities, and in maintaining academic policies and procedures (e.g., the academic catalog)
- Maintain student records
- Process applications for admission
- Serve as liaison for foreign students and the Department of Homeland Security
- Serve as liaison for external governmental agencies and accreditors
- Collect and analyze data pertinent to programmatic review
- Assist with arranging financial aid for prospective and current students
- Assist with special events (e.g., student orientation, commencement)
- Other duties as assigned by the Dean

REQUIRED QUALIFICATIONS

- A bachelor's degree
- Two years of experience in education, statistical analysis, and/or accreditation
- Attentiveness to details, especially quantitative ones
- Demonstrated written and oral communication skills
- Knowledge of higher education practices and accreditation standards
- Commitment to confidentiality
- Ability and willingness to work cooperatively with others
- Ability to work efficiently and diligently without continuous oversight

- Problem-solving capability
- Competence in Microsoft Word and Excel and in Adobe Acrobat
- 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 needs to be committed to the mission of the school. The Registrar and Accreditation Liaison is called to represent the school and the Dominican friars in public, and, as an admissions officer for the school, to promote the school to prospective and current students. A requirement of this position is that its holder be a practicing Catholic in good standing with the Catholic Church.

PREFERRED QUALIFICATIONS

- MA 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 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, DC, 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.