



The Dominican House of Studies

Founded in 1905 • A Pontifical Faculty since 1941

REGISTRAR

JOB DESCRIPTION

The Registrar acts as an academic administrator of the School, reporting to and working closely with the Dean of the Pontifical Faculty of the Immaculate Conception. The Registrar ensures the effective academic operations of the school, including the admission and enrollment of students, the ongoing assessment of programs, and the school's interactions with accrediting agencies.

Submit resume and letter of interest to [hiring@dhs.edu](mailto: hiring@dhs.edu).

DUTIES AND RESPONSIBILITIES

- Assist the Dean in administering courses and examinations and in revising and publishing the school's policies
- Provide student enrollment services
- Maintain student records and issue transcripts
- Serve as admissions officer, recruiting students and processing applications for admission
- Oversee resident visa processes
- Serve as accreditation liaison, coordinating with civil regulatory bodies and accrediting agencies
- Assemble and analyze data for ongoing institutional and programmatic assessment
- Assist in student financial aid, cooperating with the Treasurer
- Other duties as assigned by the Dean

REQUIRED QUALIFICATIONS

- A bachelor's degree
- Demonstrated facility with recordkeeping and attention to details, especially quantitative ones
- Two years of experience in education, institutional administration, and/or statistical analysis
- Competence in Office programs (Word, Excel), Adobe Acrobat, and database management (e.g., Populi)
- 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 will need to be committed to the mission of the school. He or she 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

- Graduate degree in higher education administration
- Experience with accreditation and assessment methods and tools
- Background in statistical methods and survey design
- Competence in some statistical program (e.g., SPSS, R, SAS, or Stata)
- Competence in Adobe InDesign
- 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 primary mission is the education and formation of Roman Catholic seminarians, especially Dominicans brothers, for 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.