



Full-time Registrar/Admissions Assistant

Jesuit High School, Sacramento, is currently accepting applications until filled for a full-time Registrar/Admissions Assistant.

Position Summary

This Admissions Assistant/Registrar position is responsible for maintaining all student records, including immunization records, and providing administrative and clerical support to the Director of Admissions. Since this position is in the main office, they are also a backup to the executive assistant and the principal. Assisting in answering and directing phone calls and assisting visitors and students at the counter.

Registrar Responsibilities

- Maintain all student records, including immunization records, and ensure that all immunizations are current.
- Provides official notification to all departments regarding admissions, withdrawals, dismissals, and incoming transfers.
- Maintains all student record databases in coordination with the technology department.
- Updates PowerSchool with any family contact information. Communicate with database managers about those changes via email.
- Process all transcript requests for alumni.
- Process all final transcripts for seniors to their college.
- In the absence of the counseling administrative assistant, process all transcript requests for current students.
- Process transcripts requested by the athletic department.
- Process any educational verifications, social security forms, or subpoenas received.
- Post any outside transcripts to Jesuit transcript for any student approved to take a course outside of Jesuit.
- Process end-of-semester and end-of-year withdrawals.
- Enroll new students and withdraw current students from PowerSchool.
- Update and distribute the Withdrawal/Admit Report as activity warrants.
- Prepare and mail out the Diploma Request Forms to senior families.
- Order Diplomas and Diploma Covers for graduation. Prepare diplomas for student pick-up, ensuring appropriate stickers are placed on them.

- Provides support to VP for Academics regarding sending emails to families whose son is at risk of not graduating.
- Send for student records from prior school for any new students.
- Copy records for any Jesuit student withdrawing.
- For any new transfer student, post their prior school transcript to the Jesuit transcript.
- Prepare old student files for pick up with our outside storage company.
- Certifies student enrollment and verifies various forms about students or school business, including issuing work permits.
- Other duties as assigned.

Admissions Assistant Responsibilities

- Set up Visit and Shadow Day for all Catholic Elementary Schools via Google Forms.
- Set up Shadow Day for public school students.
- Send and follow up on Shadow Day Permission Slips, ensuring all shadows have a permission slip on file.
- Create name tags, check-in/out sheets, and host sheets for Shadow Day.
- Assist with checking-in visitors on Shadow Day.
- Maintain all database files for inquiries and applicants for all freshman and transfer applicants.
- Correspond to all families needing assistance through the application process.
- Correspond to all schools as needed for missing application materials.
- Prepare all files for completed freshman and transfer applicants.
- Print off all recommendation forms from within the application database, enter the information into the Admissions Database (Access), along with grades and test scores, and then file the forms in the appropriate applicant files.
- Assist in the preparation of the annual Open House.
- Maintain the applicant files in FinalSite (SchoolAdmin) to ensure the accuracy of information.
- Update the Admissions Database (Access) and FinalSite (SchoolAdmin) with decision codes.
- Upload documents and test results as received for all freshman applicants.
- Set up New Student and Mid-Year Transfer Orientation dates.
- Organize and assist with inquiry email communication.
- Order promotional materials as requested by the Director of Admissions.
- Work with Epicurean for any catering needs.
- Assist in the assembly of decision letters/boxes for new freshmen.
- Create and print decision letters.
- Other duties as assigned.

Qualifications

At least three years of experience supporting an administrator, preferably in the education field. A college degree is strongly preferred. Must demonstrate excellent communication and interpersonal skills, including maintaining confidentiality. Must be a self-starter and able to multitask to meet multiple deadlines simultaneously, even with interruptions. Strong computer skills and demonstrated competence in Microsoft Office are required. Knowledge of Google Forms, Docs, and Sheets is encouraged.

Physical Requirements

Ability to sit for long periods, perform daily activities from a desk, operate a computer and various office equipment—occasional lifting and transporting of boxes up to 20 pounds.

The individual in this position must work occasional predetermined evenings and weekend special events.

Position Details

- Compensation Range is \$24.00 - \$32.36 based on education and experience.
- Benefits package includes medical, dental, vision, retirement matching, and more.

Next Steps

If this seems like a good fit with your background and interest, we'd love to hear from you. Please complete the staff position application along with any additional requirements listed within the application.

Notice: Jesuit High School is a Roman Catholic college preparatory school. It may, in the case of equally qualified and compelling applicants, favor a choice of a Roman Catholic applicant over that of a non-Catholic applicant.

Pre-employment background screening and negative TB are required.