



## JOB DESCRIPTION

### Assistant to the Registrar

**JOB TITLE:** Assistant to the Registrar

**REPORTING TO:** The Registrar

**Employment Category:** Consultant Contract for any external applicants and Internal transfer possible for Internal applicants.

#### PURPOSE OF THE JOB:

To assist the registrar in maintaining enrolled students' academic records in ManageBac. This includes grade, attendance, transfer and records etc. Help in the enrolment process for new students, gathering all required information, while also helping to coordinate class schedules and resolve scheduling conflicts. Assist in preparing honour roll, award lists, student enrolment on IBIS, and planning commencement activities. Furthermore, the individual in this role will be responsible for aiding the registrar in their daily official tasks including but not limited to managing calls and responding to emails received at the official Registrar email address.

#### DUTIES AND RESPONSIBILITIES:

- 1. Supporting the Registrar in setting up ManageBac for every new Academic Year.**
  - a. Coordinating with the Admissions team for the re-enrollment process of current students.
  - b. Update school attendance set up.
  - c. Creating new classes, new users and archiving the old ones.
  - d. Attending to the queries and issues faced by new users with their ManageBac accounts.
  - e. Help resolve student schedule conflicts and ensure accurate schedules are provided for faculty and students.
- 2. Assisting the Registrar in preparing the timetable for the new academic year.**
  - a. Setting up meetings with department heads and co-ordinators to collect information about the curriculum, courses offered, teacher allocations, etc.
  - b. Preparing course signup sheets for new DP1 students in co-ordination with DP coordinator and college counsellors and consolidating the course sign up data of students.
- 3. Assisting the Registrar in preparing Initial, Mid-year and Final Transcripts.**
  - a. Collate and format the data from different systems (ManageBac & Open Apply).
  - b. Exporting the PDF files of the transcript.
  - c. Updating any changes in individual transcripts if required and then uploading them again on *MaiaLearning* as well as sharing them with College Counsellors.
- 4. Assisting the Registrar in preparing the Anticipated grades documents for students' college applications.**
  - a. Collating the DP1 semester 1 and 2 grades of the senior class and sharing it with teachers.
  - b. Once the AGs are updated by the teachers, generate the AG document, and share it with College Counsellors.



# Woodstock School

5. Assisting the Registrar in generating report cards, compiling data for UY awards and preparing/ ordering certificates, plaques and awards for graduation.
  6. Assist with the Awards Committee, awards production, setup and distribution in Awards ceremonies.
  7. Assist with tracking the credit requirements for the Woodstock School's U.S. Diploma.
  8. Assist in keeping track of academic progress of students and sending letters of concern to parents.
- **Note:** Woodstock School operates a combined Middle Years/Upper Years schedule with crossover teachers also teaching in a modified Early Years schedule. Classes include both blocks (doubles) and single periods, in a complex matrix with students selecting their own courses in Upper Years.

## **QUALIFICATIONS REQUIRED:**

- University graduate.
- Initiator, strong problem-solver and analytical thinker.
- Clear written and verbal communicator in English.

## **PREFERRED QUALIFICATION & EXPERIENCE:**

- Experienced admin user of ManageBac, EdVal, AssessPrep and Maia Learning.
- Exposure to timetabling software and solutions for international schools.
- Experience working in dynamic, complex international schools with multinational student and faculty.
- Ability to work independently, collaboratively and respectfully with all levels of the organization, staff and Students.
- Exposure to alternate timetabling solutions and software.

## **SKILLS REQUIRED:**

- Excellent written and verbal communication skills.
- Ability to handle work pressure, especially during critical periods.
- Ability to work independently.
- High level of teamwork skills.
- Proficiency with computers.
- Research and action oriented.

**APPLICATION DEADLINE:** Applications will be reviewed as they are received, so interested candidates should apply at once.

**JOINING DATE:** At the earliest.