

Center for Spiritual Living Seattle Job Description

Title: Registrar

Temporary Part-time position: 30 hours

Compensation: Commensurate with experience

Job Summary: The Registrar is responsible for managing the registration of all students for classes, workshops and retreats, as well as the data management associated with the registrations. The position also includes communication with students, congregants, volunteers, retreat facilities, and other Education related interfaces.

Functions

1. Customer Service and Reception: the location of the registrar's office allows for constant customer service for students, volunteers, members of the Teaching Team and for the general campus.
2. Sets up all aspects of Better Business Breakfast (BBB) series: registrations, nametags and room set-up. Hosts breakfast with volunteer support.
3. Supports many student-related facets of Adult Education from start of classes through end of classes, from registration to accounts receivable to after class completion: statistics, reports and communications with home office.
4. Attendance as staff at various retreats on and off campus.
5. Manages all Academic Records.
6. Data Entry and Management using customer relationship management systems (CRM).
7. Recruits, trains and works with volunteers to assist in data entry, record statistics details.
8. Recruits, trains and manages the Sunday and Wednesday Registration Desk Volunteer Team.
9. Supports education marketing efforts through direct student email and phone contact.
10. Provides event support as needed.
11. Other duties as assigned.

Knowledge, Skills and Abilities

- Microsoft Office
- Bookkeeping/Accounting
- CRM Data Base (Currently Neon – can be trained on site)
- Phone System (Currently ShoreTel 230 – can be trained on site)
- Team player attitude with excellent communication skills.
- Detail oriented, highly organized, self-motivated and reliable.
- Innovative, quick-thinking and willing to take initiative.
- Demonstrates ability to work successfully with substantial degree of independence.
- Ability to both successfully apply exceptional customer service skills and be efficient with administrative tasks.

Schedule and work environment

- Schedule: 30 hours per week. Sunday through Thursday. Sunday required schedule 7:30am – 4pm; Wednesday required schedule 12 – 8:30pm. Flexible schedule otherwise, usually between the hours of 10am and 7pm. Schedule may change dependent upon church activities. Occasional weekend, evening and early morning work required.
- General office with heavy computer use.
- Need for flexibility and multi-tasking.

Open until March 17, 2014. Submit resume and cover letter to: Rev. Barbara Novak, Director of Education: BarbaraN@SpiritualLiving.org