



514 S Beech St • Casper, WY 82601 • (307) 216-5294

Registrar & Student Accounts Manager

Job Title: Registrar & Student Accounts Manager

Synopsis: The registrar and student accounts manager manages the academic and financial records of the college for each student, conducts degree audits as students prepare to graduate, oversees catalog changes, maintains copies of prior catalogs and syllabi, ensures institutional fulfillment of pertinent laws (e.g., FERPA), and assists the academic dean in course scheduling and room assignments. This position also works with the director of admissions for transitioning admitted students into the classroom.

Reports to: Academic Dean and CFO

Time Commitment: This position is part-time (5-10 hours per week)

Travel Required: Regular travel is not required.

Compensation: \$28.00 per hour

Institutional Mission Statement:

Luther Classical College educates Lutherans in the classical, Lutheran tradition and prepares them for godly vocations within family, church, and society, fostering Christian culture through study of the best of our Western heritage.

Minimum Qualifications:

- ◇ A member in good standing of a congregation of the Lutheran Church–Missouri Synod (LCMS), who is committed to the mission of Luther Classical College.
- ◇ Bachelor's degree.
- ◇ Experience in college administration, enrollment management, student services, or similar skill sets.

- ◇ Strong skills experience in Microsoft Office (Excel, Word, Outlook, PowerPoint).
- ◇ Strong interpersonal communication skills.
- ◇ Superior organizational and project management skills.
- ◇ Willing flexibility to meet the changing needs of a fast-paced and rapidly growing organization.
- ◇ Support *Institutional Objective 3*: “To instill in the rising generation of Lutherans the priority of Christian marriage, family, and piety, through instruction in the doctrine of vocation and **the living examples of faculty, staff, and administrators.**”

Additional Desired Skills/Experience:

- ◇ Master’s degree.
- ◇ Accounting knowledge and experience.

Duties/Responsibilities:

REGISTRAR

- ◇ Manages the academic records of the college for each student (including course enrollment, course drops, credit transfers, grades, academic discipline, fulfillment of graduation requirements, issuance of transcripts and diplomas).
- ◇ Conduct degree audits and recommend qualifying students for graduation.
- ◇ Oversee catalog changes.
- ◇ Maintain copies of prior catalogs and syllabi.
- ◇ Collaborate with the academic dean to determine incoming transfer credits.
- ◇ Assist students with outgoing transfer credits, while maintaining favorable relationships with selected partner colleges to facilitate the enrollment of LCC’s A.A. graduates.
- ◇ Ensure institutional fulfillment of pertinent laws (e.g., FERPA, international student visas, etc.).
- ◇ Assist the academic dean in course scheduling and room assignments.
- ◇ Maintain records documenting fulfillment of accreditation standards.
- ◇ Assist in the maintenance of the registrar’s webpage.
- ◇ Counsel prospective and current students for efficient pathways to graduation.
- ◇ Assist the dean of Students, academic dean, and dean of chapel in enrollment management.

STUDENT BILLING

- ◇ Oversee and implement student billing procedures.
- ◇ Update tuition, housing, fees, and deposits within Populi to accurately reflect costs for each academic year.
- ◇ Keep student accounts current and accurate according to enrollment status and housing status.
- ◇ Ensure deposits, credits, and financial aid are correctly applied to student accounts.
- ◇ Record student payments as they are received.
- ◇ Process refunds and other adjustments to student accounts in a timely manner.
- ◇ Communicate with students regarding scholarships, invoices, overdue notices, and cost of attendance estimates.
- ◇ Develop and implement form letters and other templates for communicating financial obligations and financial aid awards to students.

FINANCIAL AID

- ◇ Determine student eligibility for scholarships.
- ◇ Maintain accurate data regarding scholarship distributions.
- ◇ Apply scholarships to student accounts in Populi within 24 hours of the invoices for each semester being posted.
- ◇ Implement and maintain standard processes, procedures, and tools for gathering data concerning the financial status and needs of students.
- ◇ Consult with the academic dean regarding development and maintenance of academic merit-based scholarships.
- ◇ Collaborate with other staff to establish and maintain objective criteria for the awarding of need-based scholarships and other financial aid.
- ◇ Assist the dean of students, academic dean, and dean of chapel in enrollment management.

Application Instructions:

Please send a cover letter and resume via email to:

William Gottwalt
Business Manager

william.gottwalt@lutherclassical.org