

Tuesday, October 25, 2022

Registrar - The Ailey School

Company: ALVIN AILEY DANCE FOUNDATION INC.
Location: NEW YORK, NY
Compensation: Salary plus benefits

► [Share](#) | [Print](#) | [Download](#)

Job Title: Registrar

Organization: Alvin Ailey American Dance Foundation (The Ailey School)

Reports to: Director of School Business Operations

Location: New York, NY

Website: <http://www.alvinailey.org>

The Ailey School is seeking a motivated and personable team player to work in Registrar's Office of The Ailey School. The Registrar organizes, implements, and maintains the school's registration and record keeping systems for its professional division students. Primary responsibilities include, but are not limited to:

1. Creates and inputs into PCR's Scheduling Module the master schedule of classes for each term.
2. Supervises and administers the input of all professional division student class schedules for students enrolled for Fall, Spring and Summer semesters into Student Information System. Maintains class sizes within capacity limits and provides class enrollment numbers to Co-Directors. Distributes schedules to students each term. Makes all approved class schedule changes.
3. Supervises and maintains the attendance input by faculty in the PCR Administrator Module. Trains new faculty on how to take attendance in Faculty portal and troubleshoots system as needed.
4. Processes daily class attendance in the PCR Administrator Module for Fall, Spring, and Summer terms. Coordinates with Admission's Office and Faculty Advisors for excused absence entries and notates in student records accordingly.
5. Drafts and issues reports with the data this position maintains for the School's internal needs and externally, as appropriate. Create/Run queries in the PCR DAT as needed.
6. Supervises and executes the preparation and distribution to and collection from faculty of all professional division student evaluation forms each semester. Calculates final term grades adhering to Ailey School rubric/guidelines. Enter grades into the PCR Administrator Module.
7. Advises the Co-Directors, Faculty Advisors and school staff about those students who have failed to make satisfactory progress, have poor attendance, or have been placed on probation or dismissed.
8. Based on class capacities each semester and in consultation with the Co-Directors, determines which classes are open to the public. Works in conjunction with the School Scheduling Administrator to update open classes in Mindbody.
9. Creates and maintains transcripts and sends official transcripts upon request.
10. Collects student photos for student IDs and creates, distributes student ID cards. Replaces upon request.
11. Relays all student communication on behalf of the Ailey School. Such as class changes, policy reminders, holiday breaks, important announcements, etc.
12. Will assist with some Bursar/Business Office assignments TBD.
13. Will assist with some Junior Division registration assignments:
14. Create Master Schedule of JD classes in PCR for Fall/Spring and Summer.
15. Assist in updating next year's re-enrollment status for current students.
16. Assist in enrolling JD students in courses as needed.
17. Coordinate with JD Associate Director to close out the school year in the PCR database.
18. Additional support for JD enrollment and attendance as needed.

Skills/Qualifications: Excellent interpersonal, written, and verbal communication skills. Strong organizational, prioritization and time management skills. Demonstrate excellent teamwork. Must be detail oriented, efficient, and have accurate data entry skills. Demonstrate initiative and be a self-starter. Strong Proficiency in Excel
Experience working with a Student Information Systems desirable

Education/Experience:

BA or BS a plus and/or relevant administrative experience working in an educational and/or dance environment.

To apply for this position visit <https://www.alvinailey.org/about/job-opportunities>, locate the job and click on the apply link and upload one file (accepted formats include .doc, .docx, .txt, or .pdf) that contains the following items:

Applications will not be considered without submission of these required items:

- Cover letter detailing your interest in this position
- Resume
- Contact information for three professional references

No phone calls please.

NEW YORK, NY, 10019
212-405-9000
www.alvinailey.org

jpaulson@alvinailey.org
212-405-9000

[< back](#)

[previous listing](#) • [next listing](#)