



Education that works!

NCA Accredited | ISBE Approved

BIR Training Center is a private, for-profit, regionally accredited postsecondary institution for technical, business, and language learning. Established in 1993, BIR Training Center educates more than 1,000 students annually at three Chicago campuses. A diverse blend of domestic and international students is enrolled at BIR Training Center vocational and English as a Second Language programs.

Registrar Position – Full Time

BIR is currently seeking to fill a full-time Registrar position. Services from the Office of the Registrar support every currently registered student at BIR as well as all faculty and staff members who interact with those students. Registrar is involved in various processes and issues as they relate to registration, scheduling of classes, room scheduling, course/teacher evaluation, customer service, and academic and system administration. Registrar supervises the ongoing business processes related to maintenance, set up, testing, updates and upgrades to the student information system including calendar, term, and session set up for various careers and programs on multiple campuses. The Registrar aims to provide services in an atmosphere of prompt, accurate, and friendly assistance to the school community. The Registrar interacts with all other departments of the school and should be able to understand, mitigate and resolve arising situations for the students' and school's benefits.

Duties per area of responsibility

1. **Scheduling** – system set up, maintenance, updates, related to the Room Scheduling software ; Term activation, coordination and maintenance of the schedule of classes/exams/assessments/activities; assignment and reservation for over 30 classrooms on 3 campuses.
2. **Class enrollment and Registration** – includes enrollment processes, petitions, verification of prerequisites, fee assessment, adds, drops, withdraws, and changes after enrollment deadlines have passed; class cancellation, rescheduling and make up; participation in evaluation of transcripts and credentials for entrance and completion.
3. **Academic Records** – maintenance and preservation of student academic records to ensure accuracy, completeness, and compliance; protection of records privacy; preparation, processing, issuance, transmission, and monitoring of academic records including reports of grades, grade changes, transcripts and certificates.
4. **Data Collection and Reporting** – daily maintenance and updating of enrollment, academic and demographic information on current academic records; extraction of relevant CRM data, participation in preparation and submission of statistical reports on educational activities such as enrollment, retention, completion, etc. for government and educational agencies including IPEDS, audits, accrediting and certifying organizations.
5. **Academic Standing** – monitoring of students' SAP and progress toward graduation; coordination related to matriculation and commencement; verification of enrollments, graduation, and credentials.
6. **Policies and Procedures** – maintenance and documentation of Registrar's office policies and procedures; official publications distribution, education of the school community on the institution policies and procedure; creation of the Registrar website in support of the functional areas of the Registrar's Office. Performance of related duties as required or assigned.

Candidates will have:

Three or more years of progressive responsibilities in a Registrar's office, operations, or similar office in post-secondary setting and significant record management experience

Strong computer skills and experience of student information system



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Concise writing skills that will facilitate policy explanation and interpretation, as well as coordination of the development of new policies and processes

Solid organizational skills and Ability to handle multiple tasks

Understanding of financial aid is preferred

Experience in international education is helpful

Education

Degree in quantitative field is strongly considered

Advanced degree is preferred

Working at BIR

BIR provides challenging environment and opportunities for professional growth. To advance work/life balance, the school allows flexible work schedule. Salary range for this position is commensurate with qualifications. BIR offers comprehensive medical and dental coverage, vision care plan, paid holidays, flexible paid time off, tuition reimbursement, and retirement plan.

To Apply

This year-round position will be available in August of 2010. To apply please submit a letter of interest addressing each of the requirements, resume, three current names of professional references, copy of undergraduate and graduate transcripts (official transcripts required upon hire) and/or certifications and licenses to position@birtraining.edu

Selection Process

For all resumes received, if there is interest in your candidacy, the operations department hiring manager or human resources will contact you. Screening of applicants begins immediately. Position will remain open until filled. The school reserves the right to close the recruitment process once a sufficient applicant pool has been identified.