



## VACANCY NOTICE

*Jesuit High School is a co-ed, Catholic, college-preparatory school in the Jesuit tradition. We seek professional educators who have the ability to provide academic, educational, co-curricular, and spiritual support to students toward our mission of forming "men and women for others."*

**POSITION AVAILABLE:** High School Registrar

**MAJOR RESPONSIBILITIES:** See attached job description

### QUALIFICATIONS:

- Equivalent knowledge and experience appropriate for a school Registrar position.
- Educational professional experience with strong knowledge of standardized practices, education databases and systems, and student information collection and management
- Demonstrated passion for and success working with adolescent students and their families
- Excellent verbal, written, and digital communication skills; ability to effectively communicate and work as a team with administrators, faculty, staff, parents, and students
- Strong organizational and interpersonal skills Detail-oriented and able to work independently on numerous projects and to meet deadlines
- Proficiency in a PC environment, and Excel, Word, Zoom, Google Drive, Google Docs and apps, word processing, database.

**CLOSING DATE:** Until filled

**STARTING DATE:** August 2, 2021

---

### APPLICATION PROCEDURE

#### CANDIDATE:

1. Visit [JHS website](#) (under About Us → Employment) to download application.
2. Complete the application and return it, along with the requested supporting documents [here](#).

*Jesuit High School makes employment decisions without regard to race, color, sex, national origin, marital status, age, and disability unrelated to job performance. Jesuit High School hires without regard to religion when Catholic faith is not a job requirement, and welcomes people of all faiths.*