

Registrar of PATHWAYS Theological Education, Inc.

Title: Registrar

Position: Part-Time/Hourly (Remote)

Job Functions: Communicator with participants and facilitators, Record-keeper

Compensation: \$20 per hour

About PATHWAYS

Recognizing the critical importance of having informed lay and credentialed leadership in progressive faith communities, PATHWAYS Theological Education, Inc. offers a range of stimulating, accessible, and affordable online resources for church leaders, faith explorers, pastors, and those discerning various vocations and callings. PATHWAYS is a safe venue for participants in their theological and spiritual development while also preparing leaders and authorized ministers by offering affordable, accessible and engaging theological education.

Job Description

As Registrar, you will keep the records of the institution accurately – enrollment, recording grades, providing transcripts of course work, continuing education credits and earned certificates. You will receive notice of payments for courses for which you will also need to keep records, and provide payment plans as needed. You will assist the PATHWAYS Executive Director with developing the course schedule. You may be tasked with mailings and asked to represent PATHWAYS at local and regional conferences and meetings. The Registrar's tasks are equally people-focused and technically demanding. You report directly to the Executive Director.

Minimum Qualifications

- Have a heart for theological education
- Provide quality customer service
- Excel in detailed record keeping
- Have experience with online classroom platforms
- Exhibit proficiency in word processing software
- Have familiarity with implementing modern online database administration

Preferred Qualifications

- Knowledge of progressive Christian theology
- Underpinning in theological education

Equal Opportunity

PATHWAYS Theological Education Inc. is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Contact Information

Email vicepresident@pathwaystheological.org