

# New Thought Center for Spiritual Living

## Job Description

**Department:** NTCSL

**Location:** 1040 C Ave, Lake Oswego, OR 97034

**Job Title:** Registrar

**Reports to:** Education Ministry Director

**Salary Range:** \$200/month

**Type of position:** Part-time

**Hours:** Exempt

### **Member of: Education Ministry**

**General Description:** Contribute to the Education Ministry's Vision to: Be Love, Live Principle, and Grow Community by providing administration, systems, processes and procedures for NTCSL's growing adult education program.

### **Job Tasks and Responsibilities** (as stated below but not limited to)

#### Education Ministry Leadership Team

- Attend regularly scheduled meetings, assisting in decisions regarding course offerings and course forecasting
- Manage or create each term's collateral material such as brochures, and website publication

#### Class management

- Manage each terms student Registration process which includes coordinating volunteers and payment deposits
- Manage each term's scholarship process and communicates scholarship awards
- Provide hard copies of class curricula to the TA Coordinator for printing
- Work with CSL to obtain class certificates

#### Staff management

- Oversee/Support the Assistant Registrar in duties such as the coordination of TAs and Light Holders for each class, TA training, and directing the TA coordinator

#### Pre-Practitioner Student Advisor

- Advise students interested in Professional Practitioner studies on the required coursework
- Track Pre-Practitioner students through to Orientation

#### Teamwork

- Facilitate effective and efficient communications with Office Administration and Accounting
- Assist with other miscellaneous tasks as identified and agreed upon with Education Ministry Director

**Experience**

- CSL Education Program experience preferred
- Successful completion of Foundations
- Coordination and/or organizational - minimum 2 years
- Team Management and Leadership

**Education Requirements**

- Proficient with Microsoft Office (Excel Word)
- Publisher - preferred

**Key Competencies**

- Attention to detail and high accuracy
- Communication
- Team work and collaboration
- Group training
- Planning and organizing
- Work and time management
- Delegation of tasks and oversight of volunteers
- Initiative and integrity
- Money management skills including reconciling accounts

**Approved by: Senior Minister****Date:****Approved by: Education Ministry Director****Date:****Approved by: NTC SL Board of Trustee with HR oversight****Date:**