



LUTHER CLASSICAL COLLEGE

2300 Hickory St • Casper, WY 82604 • (307) 216-5294

Call for Applications: College Registrar

- Job Title:** College Registrar
- Synopsis:** Luther Classical College seeks a College Registrar to join the organization's growing Academic Affairs Department, managing student records as the Admissions Director recruits the first cohort of students for the Fall 2025 semester, and as college enrollment increases thereafter.
- Start Date:** April 1, 2025 (preferred); June 1, 2025 (alternative). See "Call for Applications: Faculty" for further information.
- Location:** Continual physical presence in Casper will be necessary by July 15, 2025. See "Call for Applications: Faculty" for further information.
- Reports to:** Academic Dean
- Compensation:** Compensation is commensurate with education and experience, with a competitive benefits program for full-time employment (including health and retirement benefits as well as continuing education funds and tuition waivers for dependent children).
- Time Commitment:** This position is of itself part-time, but applicants are encouraged to simultaneously apply for a faculty position, with the intention of teaching part-time and serving part-time as College Registrar, for full-time employment. Additional possibilities may be negotiated: Registrar plus Housing Coordinator, Registrar plus Information Technology Coordinator, etc.
- Travel Required:** See "Location," above. Additionally, one or two conferences per year for continuing education or networking are recommended.

Institutional Mission Statement:

Luther Classical College educates Lutherans in the classical, Lutheran tradition and prepares them for godly vocations within family, church, and society, fostering Christian culture through study of the best of our Western heritage.

Job Description:

The College Registrar manages the academic records of the college for each student, conducts degree audits as students prepare to graduate, oversees catalog changes, maintains copies of prior catalogs and syllabi, ensures institutional fulfillment of pertinent laws (e.g., FERPA), and assists the Academic Dean in course scheduling and room assignments. The College Registrar also works with the Admissions Director for transitioning admitted students into the classroom.

Minimum Qualifications:

- A member in good standing of a Lutheran Church–Missouri Synod congregation, who is committed to the mission of Luther Classical College. (A current member of a congregation of another confessional Lutheran synod should state an intention to join an LCMS congregation upon commencement of duties.)
- Bachelor's degree.
- Experience in college administration, enrollment management, student services, or similar skill sets.
- Strong skills experience in Microsoft Office (Excel, Word, Outlook, PowerPoint).
- Strong interpersonal communication skills.
- Superior organizational and project management skills.
- Willing flexibility to meet the changing needs of a fast-paced and rapidly growing organization.

Additional Desired Skills/Experience:

- Master's degree.

Duties/Responsibilities:

- Support *Institutional Objective 3*: “To instill in the rising generation of Lutherans the priority of Christian marriage, family, and piety, through instruction in the doctrine of vocation and **the living examples of faculty, staff, and administrators.**”
- Manages the academic records of the college for each student (including course enrollment, course drops, credit transfers, grades, academic discipline, fulfillment of graduation requirements, issuance of transcripts and diplomas).
- Conduct degree audits and recommend qualifying students for graduation.
- Oversee catalog changes.
- Maintain copies of prior catalogs and syllabi.
- Collaborate with the Academic Dean to determine incoming transfer credits.
- Assist students with outgoing transfer credits, while maintaining favorable relationships with selected partner colleges to facilitate the enrollment of LCC's A.A. graduates.

- Ensure institutional fulfillment of pertinent laws (e.g., FERPA, international student visas, etc.).
- Assist the Academic Dean in course scheduling and room assignments.
- Maintain records documenting fulfillment of accreditation standards.
- Assist in the maintenance of the registrar's webpage.
- Counsel prospective and current students for efficient pathways to graduation.
- Assist the Dean of Students, Academic Dean, and Dean of Chapel in enrollment management.

Criteria for Success:

The successful candidate will be:

- Familiar with and passionately supportive of the unique mission of Luther Classical College (<https://www.lutherclassical.org/about>) and the curriculum it offers (<https://www.lutherclassical.org/curriculum>).
- Display a strong ability in project management, strong personal relationship skills with students, and strong collaborative skills for coordinating with faculty.
- Demonstrate an achievement-oriented personality, with a great deal of stamina to work hard and take satisfaction from being productive.

Application Instructions:

1. Applications will be considered in the order received and held, at the discretion of Luther Classical College, until a suitable applicant is found.
2. If applying for more than one position (see "Time Commitment," p. 1), the cover letter should outline a plan to combine two (or aspects of three) part-time positions into one full-time position according to the applicant's expertise. See www.lutherclassical.org/employment-opportunities for further information.
3. Please send cover letter and résumé to:

Dr. Ryan C. MacPherson
 Academic Dean
 Luther Classical College
 2300 Hickory St.
 Casper, WY 82604
 833-340-7083
r.macpherson@lutherclassical.org

Rev. 08/09/2024