

**REGISTRAR – DE SMET JESUIT HIGH SCHOOL**

De Smet Jesuit High School welcomes applications for the position of Registrar. This important position is responsible for developing, processing, maintaining, and archiving school records; collecting and reporting general student enrollment statistics and other relevant data; providing support to students and parents relative to enrollment and growth; assisting college counseling and college applications; and supporting the office of the Principal as assigned or necessary. The registrar works in regular collaboration with the Assistant Principal for Academics and College Counselor, the school's data team, and in consultation with the Director of Data Systems and Learning. Qualified candidates will have a Bachelor’s degree in Business, Information Technology, Educational Guidance Counseling or related area and experience in student management systems and related reporting software

**For more information and to apply, please visit** [**https://www.desmet.org/about/careers**](https://www.desmet.org/about/careers)**.**

Equal Opportunity Employer M/F/D/V, Committed to Diversity and Inclusion