



300 S. George Street, Charles Town, WV 25414

Full-time Position: University Registrar

Catholic International University is currently seeking a full time Registrar. This is a 40 hour per week position and is located in our Charles Town, WV offices. The Registrar is the point of contact for all academic students, and supports students via phone, email and SIS management in areas that include, but are not limited to: credential evaluation, program acceptance, disability accommodations, course registration, and program completion status. The Registrar serves as the steward of student record data for the university, and in this capacity ensures the integrity of all academic records while working collaboratively with staff and faculty to foster strong persistence and retention outcomes. This position has the potential for hybrid work after the initial training period is completed.

Desired Qualifications:

- Bachelor's degree.
- Strong oral and written communications skills
- Proficiency in Microsoft Office and G Suites.
- Prior experience with (or demonstrated ability to learn) student information and learning management systems. In particular, Populi, Canvas and Meazure/Proctor U experience is preferred.
- Organized and detail-oriented with the ability to work collaboratively and methodically.
- Ability to manage multiple tasks simultaneously, to track and meet deadlines, and respond quickly and accurately to student needs.
- Minimum of 3 years of relevant work experience.
- Prior experience in a university setting, particularly in transcript evaluation is preferred.
- Ability to speak and understand Spanish is preferred.

Tentative start date: July 2025

Salary and benefits will be based on qualifications. Qualified candidates should send a resume and a cover letter including a statement of alignment with the university mission to Amy Shouse at ashouse@catholiciu.edu.

Catholic International University does not discriminate against any applicant or student on the basis of sex, race, color, age, national origin, religion, disability, or any other status protected by applicable law. All Employees, regardless of religion, agree to maintain and strengthen the Catholic mission of the University.