

Academic Registrar – Job Advertisement

St John's Theological College/Te Whare Wānanga o Hoani Tapu te Kaikauwhau i te Rongopai is the provincial theological training college for the Anglican Church of Aotearoa, New Zealand and Polynesia. Due to the current revisioning of the College and with positive change and growth, the College is currently recruiting for an Academic Registrar.

The Academic Registrar will be responsible for providing administrative and academic services to prospective, current, and alumni students. This role will ensure appropriate assessment processes are in place for all courses and that students are provided with assessment and feedback on their progress towards learning outcomes. In addition, the role will manage course materials, outlines, plans and web-based resources.

About the College:

The College currently offers two NZQA-approved programs: the *New Zealand Certificate in Christian Studies (Level 3)* and the *New Zealand Diploma in Christian Studies (Level 5)*. We are looking to review and develop the College's educational offerings in 2024. There is an expectation from our Church that St John's College will provide theological training and ministry formation that is responsive to the needs of each of our three Tikanga partners (Māori, Pasifika, Pākehā).

Each year, up to 50 students from all three Tikanga of the Anglican Church reside at the College in Auckland and receive training for ministry. Some students, having previously completed theological study, live at the College and enrol with other providers for further training at undergraduate or postgraduate level. As the only provincial training establishment for the Anglican Church, St John's College also provides education by distance through a mix of online and in-person block courses.

About the Role:

An Academic Registrar is crucial in order to provide proactive, effective and efficient student administrative and academic services. It will be a varied role that will report to the Academic Director. We require someone full-time (Monday to Friday) who will be based at the St John's campus in Auckland. Due to the nature of the role, however, there may be off-campus requirements.

The Academic Registrar will play an important part in all aspects of college life, including: Residential and International student applications, student records management, curriculum management and course coordination, academic policies, compliance and regulations, graduation and course auditing, reporting and data analysis, amongst other responsibilities. Some key tasks and responsibilities will be to:

- Establish and maintain an online application process.
- Liaise with Pīhopa/Bishops and relevant Hui Amorangi/Diocese personnel for potential applicants.
- Liaise with the Deans to prepare applications for the scholarship committee.
- Prepare and send out Offer of Scholarship letters and acceptance packs.
- Work with Finance and Crown Removals to support visa applications, medical insurance and claims.
- Manage records of student enrolment, course registration, grades, transcripts, and academic history – ensuring that records are accurate.
- Oversee the issuance of official transcripts to students, alumni, and other authorised parties. This includes verifying academic records and ensuring transcript authenticity.
- Work with the Academic Director to coordinate courses and scheduling and develop and implement academic policies, practices, and regulations.
- Ensure compliance with external accrediting bodies (e.g. NZQA Compliance), government regulations, and College policies that are related to academic programs and student records.
- Manage the graduation process, including course audits, to verify that students have met all academic requirements for graduation.
- Generate reports and conduct data analysis related to enrolment trends, student performance, and other academic metrics.

About You:

The ideal candidate will have the following experience and skills:

- A tertiary qualification or equivalent recognised qualification.
- Previous experience in student administration, academic programme or related services in a tertiary education organisation.
- Previous experience in NZQA compliance processes.
- Experience in working effectively with students from a variety of backgrounds.
- Proficiency in the Microsoft suite of programmes; well-developed keyboard and word-processing skills.
- Experience using University information systems.
- Experience and understanding of tertiary education academic programme/course regulations and policies or related services.
- An understanding of a student management system or a Customer Relationship Management (CRM) system.
- Excellent written and verbal communication skills.
- Adheres to the Three Tikanga ethos and values of the College of St John the Evangelist.
- Previous Academic Registrar experience would be advantageous, as would be a sound understanding of theological education.

St John's Theological College

202 – 210 St John's Road, St Johns, Auckland 1072, New Zealand
Private Bag 28 907, Remuera, Auckland 1541, New Zealand



We are looking for a person who is able to actively listen and is calm, empathetic, and respectful. We are looking for a person who is strategic in their thinking, able to make decisions and problem solve and be someone who is able to build strong relationships. We are looking for a genuine and sincere person who will work with the best interests of the College and our community.

If this is a role that sounds of interest, we'd love to hear from you. Please contact Dr Emily Colgan (Manukura/Principal) for a copy of the job description or send your CV with an accompanying cover letter to e.colgan@stjohnscollege.ac.nz by Friday 24 November 2023. Your interest will be treated with the strictest of confidence.

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