

Assistant Registrar and Institutional Reporting Coordinator

Westminster College seeks an Assistant Registrar and Institutional Reporting Coordinator. Housed in the Registrar's Office, this position supports the ongoing work of the Registrar's Office and coordinates the College's responses to external institutional reporting requests, compiles data and evidence to support institutional assessment and planning, and supports Westminster students in their academic pursuits. This position requires strong analytical skills, exceptional attention to detail, and a commitment to data accuracy, integrity, and ethical stewardship. Responsibilities include managing sensitive and FERPA-protected information with the highest level of confidentiality and professionalism.

Key Responsibilities

1. Serve as a partner in advancing student success by analyzing, integrating, and translating data related to retention, persistence, academic performance, student engagement, satisfaction, and belonging.
2. Entry and manage student data in a timely, accurate, and secure fashion.
3. In consultation with departmental faculty, perform and enter transient course equivalencies.
4. Assist with student requests such as changes to their Program of Study (major, minor, etc.), course registration and course withdrawal.
5. Provide superior front-line customer service in the office, on the telephone, and online, while protecting the privacy of student academic information.
6. Serve as the central hub for the reporting of institutional data, partnering with key offices including Financial Aid, Admissions, Academic Affairs, Student Affairs, and Business Services, to ensure data accuracy, accessibility, consistency, and integrity.
7. Oversee the preparation and submission of all required external reports, including IPEDS, the Common Data Set, student achievement reporting, guidebook surveys, and accreditation-related documentation.
8. Complete internal data reporting requests and assist with external data reporting requests. Experience with Excel is required; experience with Jenzabar, InfoMaker, and Structured Query Language (SQL) is desirable.
9. Develop a system for tracking and completing data reporting requests, meeting deadlines in a timely manner.
10. Fulfill other duties as assigned by the Registrar.

Qualifications:

- A bachelor's degree or higher. Experience working at a postsecondary institution, especially in institutional reporting or a registrar's office, is desirable.
- A collaborative approach to completing tasks that involve strong communication among College offices.
- Demonstrated abilities in data analysis, statistical methods, and the use of data to inform planning and decision-making.
- Competency in Microsoft Office applications, particularly Excel, Word, and Outlook as well as experience with Jenzabar and/or Structured Query Language (SQL).

- Strong written and verbal communication skills, with the ability to present complex data clearly to diverse audiences.
- Strong organizational skills.
- Awareness of current and evolving regulations and industry standards that govern the privacy of student records and information (e.g., FERPA).
- A positive and calm demeanor in a fast-paced office environment that often requires managing multiple projects simultaneously. A strong desire to learn, a positive attitude about work and college students, attention to detail, and a commitment to confidentiality are essential elements of the role.

Westminster College is a nationally recognized liberal arts college, known for its collaborative environment, outstanding experiential learning programs, and focus on student success. Related to the Presbyterian Church (U.S.A.), Westminster was founded in 1852 as one of the first colleges in the country to offer the same degrees to all people, regardless of gender, race, or religion. Westminster has been ranked among the nation's top schools for "Top Colleges Doing the Most for the American Dream" (N.Y. Times), "best value for the money" (College Factual), employment success (Educate to Career Index), graduation rate performance (U.S. News), social mobility (Washington Monthly), women in STEM disciplines (Forbes), service-learning (President's Higher Education Community Service Honor Roll), and other categories. Around 1,200 undergraduate and graduate students benefit from close personal attention from dedicated faculty while choosing from 41 majors, 10 pre-professional programs and 80 organizations. Westminster's historic campus is located in New Wilmington, PA, a beautiful rural setting near Pittsburgh and Cleveland.

Interested individuals should send a cover letter, resume and the names and contact information for at least three professional references to acadaff@westminster.edu by July 31, 2026 for full consideration.

Any offer of employment is subject to receipt by Westminster College of satisfactory references, verification of employment and education, and Act 153 background clearances. Westminster College is an Equal Opportunity Employer.