

POSITION VACANCY - Westminster College

Assistant Registrar and Coordinator for Experiential Travel

Westminster College seeks an Assistant Registrar and Coordinator for Experiential Travel. Among other duties, the Assistant Registrar and Coordinator provides leadership and coordination of processes related to study abroad (international) and study away (domestic) opportunities as well as assisting exchange students and degree-seeking international students. Housed in the Registrar's Office, this position will also support all Westminster College students in their academic pursuits.

Excellent candidates for the position will:

1. Have earned a Bachelor's degree or higher. Experience working at a postsecondary institution, especially in educational travel or a registrar's office, is desirable.
2. Provide superior front-line customer service in the office, on the telephone, and online, while protecting the privacy of student academic information.
3. Demonstrate a collaborative approach to completing tasks that involve strong communication among College offices. This position routinely interacts with faculty, students, alumni, and colleagues across campus.
4. Implement formalized policies and procedures for ongoing management of student and faculty study abroad (international) and study away (domestic) opportunities, including maintaining an internal facing platform to provide student and faculty access to all relevant documents and materials.
5. Provide logistical support related to trip planning for College run semesters abroad and short term domestic and international travel, with the potential for developing programming for incoming students from partner institutions.
6. Coordinate travel emergency management and oversee administrative aspects of travel including, but not limited to, Insurance (EIAA), Legal (in coordination with the Business Office) and Visas (serving as Westminster's Designated School Official with SEVIS).
7. Maintain and develop institutional relationships with foreign academic institutions and serve as the point of contact for incoming exchange students.
8. Presenting and promoting travel opportunities at admissions events and to the current student population at resource fairs, within classes and at other relevant events.
9. Provide Registrar based support for incoming and outgoing students, including but not limited to, registering students for Experiential Travel courses, assisting with establishing and entering transfer course equivalencies and assisting with ensuring the College catalog accurately reflects Experiential Travel opportunities.
10. Assist with students' requests such as changes to their Program of Study (major, minor, etc.), course registration and course withdrawal.
11. Fulfill other duties as assigned by the Registrar.

General requirements for this role include:

1. Ensuring timely, accurate, and secure entry and management of student data.
2. Possessing strong organizational skills.
3. Demonstrating competency in Microsoft Office applications, particularly Excel, Word, and Outlook. Experience with Jenzabar and/or Structured Query Language (SQL) is desirable.
4. Remaining current in regulations and industry standards that govern the privacy of student records and information (e.g., FERPA).
5. Maintaining 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.

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 December 1, 2025. Westminster College is an Equal Opportunity Employer.

