

**St. Joseph's Academy**, a Catholic college preparatory high school for young women in St. Louis, Missouri, is seeking a **Registrar**. The Registrar is responsible for the confidential comprehensive maintenance of student records; plans and executes database functions and queries; generates custom reports; processes student enrollment, transfers, and withdrawals; provides technical support services and collaboration when building the master schedule; assists teachers in technical support, as well as other related duties. Qualified candidates must have experience with Power School (SIS), competence in managing a database, excellent analytical, communication, organizational, and multi-tasking skills, as well as strong attention to detail. SQL, JavaScript, CSV, HTML, and ReportWorks knowledge is a plus. A bachelor's degree is required. The registrar reports to the Principal of Academic Affairs and is a 12-month position beginning July 1, 2022. Interested candidates should email, in PDF formatting, a cover letter, resume, and list of references to Jennifer Sudekum at [employment@sja1840.org](mailto:employment@sja1840.org). Please put "Registrar" in the subject line. No phone calls, please.