

# Registrar Position Announcement

**Introduction:** Lighthouse College in Ashtabula, Ohio is a new college that will provide a conservative Christian environment as students earn professional degrees. Our initial programs are for associate degrees in General Studies and Medical Assisting. Additional associate and baccalaureate degree programs are planned as the college expands. As a ministry of Lighthouse Baptist Church, students will grow spiritually while gaining academic and professional knowledge and skills. Lighthouse College has initiated the process for accreditation from the Higher Learning Commission to assure graduates have the highest possible recognition of their degrees. As the Registrar at a new college, you will have the opportunity to apply your experience to establish the Office of the Registrar according to the best practices known. The Registrar reports to the President.

**Position Description:** Lighthouse College of Ashtabula, Ohio needs to know who will serve as our Registrar by January 2026. Onsite employment commences June 1, 2026. The roles and responsibilities of the position are to:

- Oversee all facets of the student registration process.
- Follow all student applicant leads and process admission files.
- Maintain student files and monitor student records for compliance with academic regulations and program requirements.
- Assist students with the completion of forms. Review and verify forms for completeness and accuracy.
- Ensure compliance with administrative policies and procedures.
- Prepare and administer materials concerning course offerings.
- Maintain and secure recordkeeping of all student files including academic records, financial aid, and more.
- Guide students through the graduation process.
- Perform other duties as assigned, including support to the faculty.
- Participate in relevant faculty meetings.

## **Qualifications:**

- A follower of the Lord Jesus Christ who agrees to become a member of the Lighthouse Baptist Church upon assuming responsibilities. He or she commits to be loyal to the spiritual leadership of the church and abides by its statement of faith.
- Dedicated to training students for serving God with a biblical worldview and agrees with Lighthouse College's mission, philosophy of education, doctrinal statement, and employee guidelines.
- Possesses strong organizational ability, record keeping skills, and maintains meticulous attention to accuracy and detail.
- Demonstrates effective oral and written communication skills.
- Comfortable with public interaction at the college.

- Comfortable with technology and capable of learning and using the institution's technology software programs.
- Three years or more of experience as a registrar or as an assistant registrar in a college/university setting is required.
- Possesses traditional qualifications for a registrar position.
- A Bachelor's degree is required. A master's degree is preferred.
- Willing to maintain professional growth and development.
- Must pass background screening check.
- Willing to receive constructive feedback.
- Possesses comprehensive ability to use Microsoft Office applications and others like Populi.

**To Apply:**

Interested candidates should apply via email to [vicepresident@lighthousecollege.org](mailto:vicepresident@lighthousecollege.org) with a brief cover letter and resume or curriculum vitae (cv). Applications may remain on file for up to three years.