



## Kigali International Community School

Phone (+250) 07881-25018

2020 Estates Gacuriro • BP 6558 • Kigali, Rwanda

[www.kicsrw.org](http://www.kicsrw.org)

**Position:** Registrar

**Reports to:** TBD

### **Required Qualifications:**

- Passion for serving God in the context of education
- Bachelor's degree
- Experience in the American model of education
- Two years administrative experience, preferably in an educational setting (Additional related experience may substitute for formal education as deemed appropriate)
- Verifiable effective oral, written and interpersonal communication skills
- Detail oriented with extensive experience in data entry and management as well as familiarity in customer relationship management systems and data migration projects.
- Extensive knowledge of and ability to perform basic secretarial skills (typing, filing, and use of basic office equipment)
- Proficient computer skills including the use of Microsoft Excel, Word, and Outlook
- Preferred knowledge of College Board, ACT and US based educational assessments

### **Role Specific Responsibilities:**

- Coordinate and complete the admissions, enrollment, and withdrawal processes (PreK-12) for current and new students in collaboration with principals and others
- Engage prospective families by hosting tours, responding to inquiries and leading them through the application and orientation process
- Accurately maintain and update student and human resource records within the data management system and student/employee files
- Collaborates with the learning team to prepare and disperse school records including report cards, class rosters, academic calendars, class schedules, transcripts, verification letters, etc.
- Maintain, update and create the student information system (RenWeb) records, templates, products and services and equip staff and parents on how to utilize these services
- Coordinate and communicate the student scheduling process from start to finish
- Review and interpret student information including graduation requirement audits, transcripts, etc.
- Collaborate with others on major school events
- Act as testing coordinator, at the direction of the learning team, for school wide assessments including SAT, ACT, AP, IOWA and MAPS
- Oversee online classroom enrollment and communication

### **Professional Characteristics:**

- Leads and lives from a Christ-centered worldview
- Effectively collaborates in team settings
- Independently prioritizes and processes workflow

- Demonstrates superb communication skills
- Interacts with people in a culturally intelligent manner
- Operates from a growth mindset, able to reflect, learn, and progress
- Embraces diversity and values the contributions of each individual
- Maintains a positive, Christ-like attitude towards staff, students, parents, and community members
- Demonstrates organizational and project management skills
- Performs tasks and projects with a high degree of accuracy and attention to detail
- Works under pressure with constant interruptions, and meets deadlines
- Handles confidential matters professionally
- Adapts to changing situations and priorities