

Diocese of Nashville

<https://dioceseofnashville.com/job/registrar/>

Registrar

Description

St. Cecilia Academy, a Catholic, college preparatory high school for young women grades 7-12 in Nashville, TN, seeks a full-time Registrar. The Registrar maintains accurate and up-to-date records of students, maintains student transcripts, and manages the enrollment process for students. The Registrar works closely with the Vice Principal of Academics in creating the master schedule and manages the School Information System, which is Blackbaud. The Registrar ensures the smooth use of the SIS by all the SCA constituencies.

Key Responsibilities

Students/Parents:

- Maintain student records, enrollment status, grades, and transcripts

Teachers/Staff:

- Liaison between administration and faculty for student records and to ensure the school's policies and procedures are followed
- Coordinates with the tech team to manage the updating process each summer
- Serves as a firsthand troubleshooting resource for teachers and students
- Serves as liaison to Blackbaud
- Keeps accurate school records and maintains enrollment information

SIS Database:

- Manages the entire SIS database, serving as a troubleshooter for questions or problems
- Creates the master schedule
- Coordinates updates with the SIS vendor, including beginning and end-of-year functions

Administrative Services:

- Assists Vice Principal of Academics with report cards, honor roll, and transcript requests

Qualifications

- Excellent organizational and time management skills
- Excellent communication skills with students, parents, faculty, and staff
- Proficient in Blackbaud or willingness to learn
- Excellent computer skills and able to use a variety of software programs

Why Join St. Cecilia Academy?

- Opportunity to impact young women's lives through faith and mentorship
- A mission-driven, supportive school culture rooted in Catholic tradition
- A beautiful campus community located in the heart of Nashville, TN

Hiring organization

St. Cecilia Academy

Job Location

Nashville, TN

Date posted

August 20, 2025

Valid through

01.10.2025

Please contact Annie Ligowski at searchcommittee@stcecilia.edu with your cover letter and resume.

About St. Cecilia Academy

St. Cecilia Academy is a private, all-girls Catholic high school owned and operated by the Dominican Sisters of the St. Cecilia Congregation in the Diocese of Nashville. The Academy exists to provide young women with a Christ-centered, rigorous, and joyful Catholic education that nurtures their intellectual, spiritual, and moral development. Rooted in the Dominican tradition, our mission is to form women of faith, integrity, and excellence who are prepared to lead and serve the world.

To Apply

Please contact Annie Ligowski at searchcommittee@stcecilia.edu with your cover letter and resume.