



Registrar/School Information Manager

High Meadows School in North Atlanta (Roswell), Georgia seeks a *Registrar/School Information Manager*. The School takes pride in hiring dynamic, compassionate, and diverse faculty and staff who are among the finest in their areas of expertise.

School's Mission Statement

To celebrate and perpetuate each individual's quest for knowledge and skill, sense of wonder, and connection to the natural environment. We empower each to be a compassionate, responsible, and active global citizen.

Position Summary

The Registrar/School Information Manager is responsible for the content, maintenance, and integrity of the school's primary database systems. They will manage student, staff, and family information in Blackbaud's Enrollment Management System and provide queries, reports, data, and information to internal and external constituents. They will conduct registrar duties including entering student schedules into Blackbaud, generating student reports, maintaining standardized test records, managing and routing educational reports, coordinating records requests for outgoing students, and managing enrollment and withdrawal processes for entering and exiting students and families.

Key Skills and Qualifications:

- Comprehensive understanding of relational database theory and management systems, preferably within a school setting
- Experience administering, reporting, and querying databases such as Blackbaud's Enrollment Management System, Raiser's Edge, or Financial Edge
- Proficiency in job-related computer programs, including Blackbaud's Enrollment Management System or similar, Word, Excel, and Outlook
- A detail-oriented approach to work, with a record of commitment to accurate and thorough record keeping and processes
- Excellent organizational and time management skills
- A cooperative team approach and willingness to take on responsibilities beyond those explicitly defined
- Ability to communicate effectively verbally and in writing, manage multiple priorities, and meet tight deadlines
- Excellent interpersonal skills, sound judgement relating to confidential matters, and appreciation for the school's diverse population

Required Experience:

- Minimum of associate's degree (bachelor's degree preferred)
- Comfortable working with parents and elementary aged students
- Experience working in a school or non-profit setting preferred

The Campus

High Meadows School sits on 42 wooded acres in Roswell. The school is housed in several buildings spread across the two meadows on the property. We have an active barnyard on campus, serving as the home for horses, sheep, bunnies, chickens, and pigs. Faculty and staff must be comfortable traveling between buildings in all types of weather, participating in outdoor activities on the meadows and in the forest, and intermingling with animals.

Please send cover letter indicating interest and resume to: Laura Nicholson, Director of Enrollment & Advancement, email: lnicholson@highmeadows.org fax: 770.993.8331 (Please, no phone calls. Only candidates selected for the next step will be contacted.)

FLSA Status: Full-time, 40-hour per week, 12-month employee, non-exempt

All school employees are currently required to be vaccinated against COVID-19.

High Meadows School does not discriminate on the basis of disability, race, color, creed, national origin, religion, veteran status, sex, age or sexual orientation in employment, admission of students or in providing its services in any manner.

For more information about High Meadows School, please visit www.highmeadows.org.