



Registrar

**Part-Time, Non-Exempt | 15–20 hours per week
\$26-30/hour**

About Shawl-Anderson Dance Center

Shawl-Anderson Dance Center's mission is to build and support a vital and inclusive community for movers of all ages and styles. Founded in 1958, SADC provides dance education, institutional support for artists, performance opportunities, and community partnerships that foster creativity, belonging, and lifelong learning.

Position Summary

The Registrar serves as the primary administrator for student enrollment and registration across Shawl-Anderson Dance Center's Adult and Youth Programs. SADC currently runs over 110 classes and courses a week for youth, teens, and adults. Reporting to the Education Program Manager, this position ensures that students, families, faculty, and staff experience an organized, responsive, and efficient registration process from initial inquiry through enrollment.

The Registrar is responsible for maintaining the accuracy, integrity, and efficiency of Shawl-Anderson Dance Center's registration systems. This includes maintaining accurate student records, processing registrations and tuition payments, administering scholarships and discounts, supporting faculty with enrollment information, and ensuring the reliability of the Center's registration processes.

This position supports the administrative implementation of approved programming but is not responsible for developing programs, supervising faculty, making curriculum decisions, or overseeing artistic or operational initiatives.

The ideal candidate is exceptionally organized, detail-oriented, technology proficient, enjoys creating efficient systems, and is committed to providing outstanding service while maintaining the highest standards of administrative accuracy.

Stewardship of the Role

The Registrar serves as the steward of Shawl-Anderson Dance Center's registration systems. This position is entrusted with maintaining accurate student records and

administrative processes that support excellent service, informed decision-making, and the smooth operation of the Center's educational programs.

Rather than simply completing administrative tasks, the Registrar is expected to take ownership of outcomes by ensuring that registration systems remain organized, reliable, and accurate. Success is measured not only by work completed, but by the quality, consistency, and dependability of the systems entrusted to this role.

Guiding Principles

The Registrar is expected to:

- Take ownership of outcomes within the scope of the role.
- Maintain systems that are accurate, organized, and dependable.
- Communicate proactively and reliably during scheduled work hours.
- Collaborate respectfully with colleagues while maintaining clear role boundaries.
- Continuously seek opportunities to improve administrative processes and the student experience.
- Approach all interactions with professionalism, responsiveness, and care.
- Protect confidential student and organizational information with integrity and discretion.

Core Responsibilities

The Registrar is responsible for maintaining the accuracy, integrity, and efficiency of Shawl-Anderson Dance Center's student registration systems.

This includes ensuring that:

- Student enrollments are accurate and current.
- Tuition, payment plans, scholarships, discounts, credits, and refunds are processed correctly.
- Student records are complete, organized, and maintained with confidentiality.
- Class rosters accurately reflect enrollment.
- Registration systems remain current and well maintained.
- Faculty receive accurate enrollment information in a timely manner.
- Students and families receive clear, timely, and accurate communication regarding their enrollment.
- Leadership has reliable enrollment data and reports to support informed decision-making.
- Administrative processes are documented, organized, and consistently followed.

The Registrar serves as the organizational steward of these systems, continually seeking opportunities to improve efficiency while maintaining the highest standards of accuracy, consistency, and service.

Primary Responsibilities

1. Enrollment & Registration

Serve as the primary administrative contact for all student enrollment across the Adult and Youth Programs.

Responsibilities include:

- Process registrations for classes, workshops, camps, intensives, performances, and special programs.
- Process tuition payments, payment plans, scholarships, discounts, transfers, credits, and refunds according to organizational policies.
- Monitor enrollment levels and communicate registration trends to leadership.
- Support Youth semester registration launches and Adult seasonal enrollment periods.
- Respond to registration and tuition-related inquiries from students and families.
- Guide prospective students and families through the enrollment process.
- Communicate registration procedures, deadlines, and policies clearly and professionally.

2. Student Records & Registration Systems

Maintain accurate, organized, and secure student information that supports the day-to-day operation of SADC's educational programs.

Responsibilities include:

- Maintain student records and enrollment databases.
- Manage registration systems, including Momence and other approved software platforms.
- Maintain digital registration forms, waivers, and enrollment documentation.
- Ensure registration information remains accurate and current.
- Prepare enrollment reports and registration data for leadership.
- Assist with data collection and reporting for grants, organizational planning, and program assessment.
- Recommend improvements that increase the efficiency, organization, and accuracy of registration systems and workflows.

3. Class Administration

Support the administrative operation of programs once registration is complete.

Responsibilities include:

- Maintain accurate class rosters.
- Process approved schedule changes within registration systems.
- Process approved substitute assignments.

- Provide faculty with enrollment and roster information as needed.
- Collect and organize registration-related materials from faculty.
- Ensure students are enrolled in the appropriate classes and programs.

4. Student & Family Communication

Provide responsive, professional communication that supports a positive student experience.

Responsibilities include:

- Respond promptly to registration and enrollment inquiries.
- Resolve registration issues in a professional and timely manner.
- Assist new students and families in navigating SADC's programs.
- Refer questions outside the scope of registration to the appropriate manager or director.
- Maintain a welcoming, service-oriented approach in all interactions.

5. Administrative Collaboration

Work collaboratively with staff to ensure efficient administrative operations.

Responsibilities include:

- Attend required administrative meetings and trainings.
- Collaborate with Program Managers, the Office and Operations Manager, Stewards, and leadership.
- Provide administrative support during major registration periods.
- Assist with organizational projects related to registration and student services that fall within the scope of this role.

Position Boundaries

The Registrar is responsible for the administration of student enrollment, registration systems, and student records.

This position is not responsible for:

- Program development
- Curriculum planning
- Faculty supervision or evaluation
- Hiring or personnel management
- Marketing strategy or content creation
- Budget development
- Artistic programming decisions
- Organizational policy development
- General office management unrelated to registration

- Facility management
- Staff scheduling

Requests outside these responsibilities should be referred to the appropriate manager or director.

Success in This Role

Success in this position is demonstrated through the consistent delivery of accurate, dependable, and well-organized administrative systems that support students, families, faculty, and staff.

Successful performance includes:

- Accurate and well-maintained student records.
- Timely processing of registrations and enrollment changes.
- Reliable tuition, scholarship, and payment records.
- Accurate class rosters and registration information.
- Professional, responsive communication with students, families, and faculty.
- Efficient administrative systems that require minimal correction or follow-up.
- Strong collaboration with colleagues while maintaining clear ownership of registrar responsibilities.
- Continuous improvement of registration workflows and administrative processes.
- Sound judgment, discretion, and professionalism when handling confidential information.

The Registrar contributes to the success of Shawl-Anderson Dance Center by creating confidence in the organization's administrative systems. Students, families, faculty, leadership, and the Board of Directors should be able to rely on the accuracy, consistency, and professionalism of the Registrar's work.

Work Schedule

This position averages approximately 15–20 hours per week over the course of the year. The Registrar will maintain a consistent weekly work schedule established in collaboration with the Education Program Manager. While schedules may be adjusted by mutual agreement, regular working hours are expected to remain consistent from week to week to provide reliable support to students, families, faculty, and staff.

During peak enrollment periods, semester launches, summer camp registration, and other major organizational initiatives, the schedule may be adjusted temporarily to meet operational needs. Any additional hours beyond the regular schedule require prior approval from the Director of Education and Operations.

Work Location

This position is designed to be primarily remote. 80% of weekly hours will be remote, and 20% of weekly hours will be at Alcatraz Avenue or Center Street.

The majority of the Registrar's responsibilities—including registration management, student records, communication, reporting, and administrative systems—are performed remotely using SADC's technology platforms.

The Registrar is expected to work onsite only when operationally necessary, including:

- Youth Semester registration launches
- Summer camp registration and program launches
- Required staff meetings, training, or professional development
- Special events requiring registration support
- Other organizational needs as determined by the Education Program Manager.

Whenever possible, onsite work will be scheduled in advance.

Qualifications

Required:

- Three or more years of administrative experience, preferably in an educational, nonprofit, arts, or community-based organization.
- Exceptional organizational and time-management skills.
- Excellent written and verbal communication skills.
- Strong customer service orientation.
- High level of accuracy and attention to detail.
- Demonstrated ability to work independently in a remote environment while maintaining excellent communication, accountability, organization, and responsiveness.
- Ability to manage multiple priorities while maintaining professionalism and confidentiality.
- Proficiency with Google Workspace, Microsoft Office, and database or registration software.
- Ability to learn new technology systems quickly.

Preferred:

- Experience with Momence or comparable registration software.
- Experience working in arts education or nonprofit organizations.
- Experience in registrar, admissions, enrollment, or student services.

Role Evolution

Shawl-Anderson Dance Center is a dynamic organization, and responsibilities may evolve over time to meet the changing needs of the organization and community. Any future

changes to this position will remain substantially aligned with the Registrar's core purpose of supporting student enrollment, registration systems, student records, and administrative services. Additional responsibilities should strengthen—not dilute—the integrity of the role as the steward of SADC's registration systems.

Why This Role Matters

The Registrar plays a vital role in the success of Shawl-Anderson Dance Center. Behind every successful class, workshop, camp, intensive, and performance is an administrative system that students, families, faculty, and leadership trust. By maintaining accurate records, dependable systems, and exceptional service, the Registrar creates the operational foundation that allows SADC's educational programs to thrive. Accuracy, consistency, professionalism, accountability, and care are the hallmarks of this role.

Hours, Compensation & Benefits

Starts October 5, 2026. 15-20 hours/week at \$26-30 per hour*. Benefits include:

- Sick Leave Accrual:
 - Employees accrue paid sick leave immediately according to the [City of Berkeley Paid Sick Leave Ordinance](#). Employees earn one hour of paid sick leave for every 30 hours worked with a cap at 72 hours.
 - SADC is highly flexible about use of sick time; anything that supports your well-being will be an approved use of leave as well as all of the reasons as stated in the [CA state law](#).
 - *These are not paid out upon resignation/termination.*
- Holiday Pay: paid time off according to your regular schedule on the following days: New Year's Day, MLK Day, Memorial Day, Juneteenth, July 4th, Labor Day, Indigenous Peoples' Day, Thanksgiving and Christmas Day.
- Personal Days: Part-time employees receive two Personal Days a year (4 hours each).
- 403b: SADC offers a 403b retirement plan through Vanguard. There are no matching funds at this time, but employees may contribute to the plan pre-tax.
- Annual cost of living increase *as approved by the Board of Directors*
- There will be a 60-day introductory period upon hiring with a review at the end of 60 days

Other Benefits

For you:

- Free adult classes
- Occasional spots in workshops/masterclasses
- Reduced studio rental
- 75% off class for your children or a child in your life
- Ongoing paid professional development opportunities

Classification

Non-exempt (paid hourly, eligible for overtime)

Other Duties

Recognizing the dynamic nature of our work, this job description is not designed to be a completely comprehensive listing of all duties or responsibilities as they may change. Due to the nature of COVID-19 and the global pandemic, some programming and work may switch to be online at any time.

Mandatory Reporter

This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

AAP/EEO Statement

SADC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. In addition to federal law requirements, SADC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. SADC expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity, or expression, national origin, age, genetic information, disability, or veteran status.

Shawl-Anderson Dance Center is committed to creating a community that fosters equity, experience and opportunity, ensuring that all faculty, staff, artists, contractors, vendors, board and community members feel safe, welcome and included. We are looking for employees who represent the full diversity of the communities we serve and who demonstrate a sensitivity to and understanding of the diverse socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community

Other

- Shawl-Anderson is committed to a drug-free workplace.
- Shawl-Anderson follows the U.S. law that requires us to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization.

Posted August 11, 2026

TO APPLY:

Email a resume and cover letter to: people@shawl-anderson.org

Open until filled

*The pay bands at SADC for hourly employees are:

- Associates: \$22-25/hour
- Coordinators: \$26-30/hour
- Managers: \$31-36/hour
- Associate Directors: \$37-40/hour
- Directors: \$41-44/hour