Background & Overview

This full-time position reports to the Executive Director and has overall operational responsibility for registration and general correspondence at Haystack Mountain School of Crafts. This position is full-time, 40 hours a week, year-round, with typical hours of Monday - Friday, 8:30 am–4:30 pm. Some evenings or weekends may be required during summer sessions. The physical layout of Haystack’s campus and winter office require the ability to navigate uneven terrain and multiple stairs.

Position Summary

This job requires consistent interaction with Haystack staff, students, and faculty, trustees, and vendors, with polite and courteous communications to all in a respectful and generous manner, while acknowledging the diversity of viewpoints and experiences of all who choose to come to or visit the School.

The Registrar conducts a variety of tasks related to the administration of school-wide programs, including database maintenance related to registration and upkeep of school files, correspondence, and general communications with faculty, students, partnership organizations, rentals coming to the School.

Overview of Responsibilities

- Responsible for all tasks related to registration
- Primary contact for general incoming and outgoing communications
- Manages and coordinates travel, accommodations, dietary + mobility information, housekeeping, rentals
- Primary contact for partnering institutions and schools
- Responsibilities related to the database include integration and upkeep of faculty and student files, generating letters, reports, mailing lists, and online interactive forms related to various programs

Skill Sets

- Proficiency on and a strong working knowledge of a variety of software platforms and management systems such as Google Suite, Little Green Light, and Microsoft Office products (Excel, Word, etc.).
- Clear verbal and written communication skills
- Excellent planning and project management skills
- Strong interpersonal skills and the ability to work collaboratively with diverse groups of individuals
- Superior level attention to detail
- Excellent data retrieval and analysis skills
- Demonstrate passion for Haystack’s mission, vision, and value
Qualifications

A bachelor’s degree, or equivalency, with 5 years administrative experience is preferred. Candidates must have previous supervisory experience. Excellent communication skills, both written and verbal, are required for this position as well as the ability to work independently and manage a varied schedule of activities within a fast paced and diverse creative community. Candidates must be comfortable working in a shared office environment.

Employees are expected to treat all staff members, faculty, program participants, and visitors with dignity, courtesy, and respect. All Haystack employees must be fully vaccinated against COVID-19.

Compensation and Benefits

The salary range for this position starts at $60,000 per year with additional benefits including year-round health insurance, retirement with matching employer contributions, and paid time off. All benefits are in accordance with Haystack’s employee handbook and personnel policies.

To Apply

Application reviews will begin February 1, 2023.

Email a resume, cover letter addressing relevant experience, and interest in this position, and contact information for three references to Perry Price, Executive Director, at employment@haystack-mtn.org. The email subject line should say “Registrar, [Your Name].” All attached files must be in PDF format and labeled to include your last name. The scheduled start date is as soon as possible.

Non-discrimination Policy

Haystack is committed to a culture of diversity, equity, and inclusion. We do not discriminate against any individual or group of individuals on the basis of age, color, disability, gender identification, national origin, race, religion, sexual orientation, economic status, or veteran status. All are welcome.