Mary Lou Fulton College for Teaching and Learning Innovation
Arizona State University

Registrar and Testing Coordinator, Herberger Young Scholars Academy (Job Requisition ID: JR128756)

Department Statement	ASU's Mary Lou Fulton College for Teaching and Learning Innovation creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton College for Teaching and Learning Innovation prepares over 8,000 educators annually. MLFC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy. MLFC mobilizes people through bachelor's, master's and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement. MLFC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems. Aligned with ASU's charter, MLFC is committed to advancing inclusive excellence in our curricula, programming and institutional relationships.
Time Type	Full-Time
Max Pay	$60,800
Job Description	**Salary Range:** $48,600 - $60,800 per year; DOE The Gary K. Herberger Young Scholars Academy (HYSA) invites applications for the position of Registrar and Testing Coordinator. The Registrar and Testing Coordinator develops and maintains accurate documentation of student records. Working in collaboration with the administrative team, this position also supports student-facing operations, including, but not limited to, student information system, enrollment, registration, testing, and dual enrollment. The Gary K. Herberger Young Scholars Academy is a learning environment designed for highly gifted students in grades 7-12 located on the Arizona State University West Valley campus. Funded by an endowment from the Herberger Family and supported by ASU, the Gary K. Herberger Young Scholars Academy was founded to address the needs of academically and intellectually gifted students in the Phoenix area. The Herberger Academy accepts qualified students who have completed the 6th-grade curriculum and are 11 years of age by the student start date. Designed for gifted students who thrive in a highly engaging learning environment, the academy personalizes students' education by merging individual academic talents and interests with advanced college preparatory coursework and mentorship opportunities. Students at the academy experience a broad-minded, paradigm-shifting education. Herberger Academy scholars engage with dedicated instructors in a small and caring community, with the resources available at a major research university. Upon

	enrolling in the academy, students first become immersed in an integrated middle school-level curriculum at an accelerated pace. They then complete high school credits while exploring and pursuing their intellectual interests through Cambridge coursework and connections made accessible at Arizona State University. For more information about our school, please visit our website at https://herbergeracademy.asu.edu/. Days and Schedule: Monday - Friday, 7:30 AM to 4:30 PM.
Essential Duties	• Serve as Academy Registrar and maintain accurate student records, transcripts, cumulative files, enrollment documentation, and graduation information. • Ensure student records are maintained and released in compliance with FERPA and Academy procedures. • Process student records requests and support student onboarding and withdrawal activities. • Administer the Student Information System (SIS), ensuring the accuracy and integrity of student data. • Collaborate with the site principal to develop the master schedule and coordinate class enrollment and student schedules. • Coordinate and publish student progress reports and report cards, and maintain academic and distribution groups. • Create, distribute, and manage school forms and related documentation. • Coordinate external testing programs, including Cambridge, Advanced Placement, PSAT, SAT, PreACT, and ACT. • Manage testing enrollment, communications, staffing, facilities, reporting, and testing data for Academy leadership and staff. • Coordinate dual enrollment in ASU and Universal Learner courses, including applications, documentation, enrollment, scheduling, and family communications. • Serve as the primary backup for front office operations, providing visitor assistance, phone coverage, and general support during absences and peak periods.
Desired Qualifications	• Experience maintaining student records, transcripts, enrollment documentation, and cumulative files in a K–12 or higher education environment. • Experience administering a student information system (SIS) and maintaining accurate student data. • Knowledge of FERPA requirements and best practices for handling confidential student information. • Experience coordinating student enrollment, registration, scheduling, onboarding, and withdrawal processes. • Experience coordinating standardized or external testing programs. • Experience supporting dual enrollment or other college-readiness programs. • Experience preparing reports, analyzing student data, and communicating information to school leadership. • Demonstrated attention to detail and ability to maintain accurate records and documentation. • Evidence of strong organizational and time-management skills, with the ability to coordinate multiple priorities and meet established deadlines.

	• Effective written and verbal communication skills, including experience communicating with students, families, faculty, staff, and external partners. • Demonstrated ability to work collaboratively with administrators, counselors, educators, and support staff. • Experience providing responsive, professional customer service in a student-facing or front-office environment.
Working Environment	• Activities are performed in an environmentally controlled office setting and involve extended periods of sitting, keyboarding, and use of a computer mouse. • Position may require travel between campus locations or buildings for meetings or job-related tasks. • Regular activities require the ability to manage and adjust to changing priorities, including handling time-sensitive tasks and resolving conflicts.
Minimum Qualifications	Bachelor's degree and three (3) years of experience appropriate to the area of assignment/field; OR, Any equivalent combination of experience and/or training from which comparable knowledge, skills and abilities have been achieved.
Location	Campus: West Valley
Funding	This is a grant funded position and is contingent on future grant funding.
Posting End Date	November 20, 2026
Instructions to Apply	***Current employees, student workers seeking staff opportunities, and students applying for student worker positions must apply directly through the Workday Jobs Hub.*** ***Please use the link below to log in using single sign-on.*** ***https://www.myworkday.com/asu/d/inst/1$9925/9925$18260.htmld*** To be considered, your application must include all of the following attachments: • Cover letter • Resume or CV Multiple documents may be uploaded in the attachments section. Alternatively, applicants may combine all required materials into a single PDF for submission. Please ensure uploaded documents are clearly labeled and include your name. Please ensure your resume includes all employment information in month and year format, for example 6/04 to 8/14, along with job title, job duties, and employer name for each position. Your resume should clearly demonstrate how your experience and background meet the minimum and desired qualifications for this position. Incomplete applications or missing required materials may not be considered. **Important:** Do not withdraw your application to make edits. Once an application is withdrawn, it cannot be edited, reactivated, or replaced with a new submission. If you have questions or need assistance, please contact HR Talent Acquisition before the posting close date to request edits. Graduate Assistant, Intern and part-time positions are counted as half time for experience equivalency, meaning one year equals six months of experience. Only electronic applications will be accepted for this position. By submitting an application, you confirm that the information provided is accurate and complete.
ASU Statement	**ASU Statement**

	Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 100,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions inclusive excellence, and welcomes students from all fifty states and more than one hundred nations across the globe. ASU is a tobacco-free university. For details visit https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other basis protected by law. **Notice of Availability of the ASU Annual Security and Fire Safety Report:** In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456. Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/az-resources.
Employment Verification	ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.
Background Check Statement	ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.
Fingerprint Check Statement	This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.