

**Position:** Assistant or Associate Registrar

**Anticipated Start Date:** July 2015

**Department:** Office of the Registrar

**Reports to:** Registrar

**Job Summary:** An integral member of the College's Office of the Registrar team who works cooperatively with others while assisting in the planning and effective operation of the office. Coordinates services and programs for students and works closely with all other College departments as required. Provides technical assistance, advises members of the Registrar staff and is a resource to the College community as needed. Maintains a deep understanding of the College's core curriculum and all requirements for graduation, as well as how the College's courses fit into the overall curriculum for purposes of catalogue creation and degree audit programming. Ensures the continued advancement of technology in all Registrar operations.

**Duties and Responsibilities:**

- Supervises the processing of information flow from the office including, but not limited to, transcript, enrollment verification and degree completion certification.
- Supervises the staff in preparation of the schedule of classes, and generally supervises staff and student workers, as required.
- Programs degree audit requirements or tracks requirements manually, as required.
- Responsible for fulfilling departmental reporting requirements, as required.
- Determines the appropriate application of College policies and procedures as they relate to transfer credit, the transcript, and the degree audit report.
- Assists in scheduling, outreach to other departments and the creation of courses.
- Assists in overseeing the review, assessment, evaluation, and processing of transfer credit for new, continuing, and returning students.
- Recommends solutions and/or assists with the implementation of web products and processes, training of users, and upgrades in a self-service registrar environment.
- Qualified, or willing to become qualified, as a Tap Certifying Officer (i.e., student financial aid eligibility and attendance).
- Coordinates relationships with outside organizations such as NYSUT and High School Bridge programs.
- Performs National Student Clearinghouse Submissions.
- Performs special projects and/or other duties as assigned by the Registrar.

**Minimum Qualifications:**

- Bachelor's Degree in a relevant discipline; Master's Degree preferred.
- Minimum 5-years of demonstrated experience in a registrar office environment.
- Advanced technology skills including experience with student database software (Ellucian's Colleague experience preferred) and other technology solutions such as Entrisik Informer, TES and AdAstra. Expertise in Microsoft Office (Word and Excel) and an understanding of database construction, management and retrieval techniques is also required.
- Experience interpreting, applying, and explaining complex information and regulations, including, but not limited to FERPA, and related policies, procedures or services.
- Customer service oriented with the ability to adapt quickly to changing policies and procedures. Must have the ability to handle complex problems courteously and efficiently.
- Strong interpersonal, organizational and communication skills.
- Ability to handle sensitive information in a discreet and professional manner.
- Must be able to work flexible hours including some evenings and Saturdays.

Interested applicants can apply by clicking [here](#)