

**Position:** Assistant Registrar

**Department:** Office of the Registrar

**Reports to:** Registrar

**Job Summary:** Assist in the management of the daily office activity of the Office of the Registrar. Assist in the development and implementation of policies and procedures to enhance customer service and ensure accuracy and reliability of data collected and distributed while maintaining strict confidentiality of student records. Directly manage the processing of graduation candidates, transcript processing, and enrollment letter distribution.

**Duties and Responsibilities:**

- Assist with the implementation of web products and processes, training of users, and upgrades as it relates to the Registrar in a Self-Service environment
- Assist with maintenance and monitoring of student database and records
- Assist Registrar and Associate Registrar with beginning and end of term processes
- Work in collaboration to produce forms, ad-hoc reports, including the MS Office suite, and other technical tools
- With Registrar, scribe degree audit requirements for all academic programs
- Work with third-party providers to ensure products meet student needs
- Performs National Student Clearinghouse submissions on a monthly basis
- Work with external College partners to verify and transcript academic work for students in affiliated programs
- Oversee student re-admission process and collaborate with office of Admissions and other parties as necessary
- Act as liaison with CSS to support sophomore to junior retention and academic program completion
- Oversees and performs graduation process from application through conferral and handles diploma-related activities
- Work in a collaborative manner with other College offices on graduation/commencement activities including, but not limited to, Student Accounts, Financial Aid, Office of Special Events, academic offices, library, and alumni relations
- Manage communications via online platforms such as the College's website, Portal, App., Twitter and other online platforms
- In the absence of the Registrar and Associate Registrar, the Assistant Registrar is solely responsible for the supervision and some decision making of the office
- Performs all other duties as assigned

**Qualifications:**

- Bachelor's Degree required; Master's Degree preferred
- Three to five years of progressively responsible experience in a Registrar's office is preferred
- Excellent written and verbal communication skills and positive student success oriented attitude is required
- Knowledge of general academic policies and procedures
- Understanding of database construction, management and retrieval techniques required
- Must possess high integrity and ethics and be highly motivated and detailed oriented
- Must be able to work flexible hours including some evenings and weekends
- Must be able to manage multiple projects, set priorities, and be capable of working independently and within a team
- Technological expertise needed in the use of Microsoft office required. Familiarity with using web-based software solutions needed. Knowledge of Ellucian's Colleague, AdAstra, Entrisik Informer preferred
- Ability to interact collaboratively and professionally with diverse groups
- An appreciation and understanding of working in an inclusive, engaging and diverse college environment
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College

**About St. Francis College:**

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. St. Francis College is a private, independent, co-educational urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

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