

Job Description

Job Title:	Enrollment Registrar Coordinator
Job ID:	15269
Location:	Hostos Community College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

POSITION DETAILS

As a key component of Hostos Community College's Student Development and Enrollment Management (SDEM), the Office of the Registrar serves as the repository of all student academic records to include grades and transcripts. The Registrar's Office also certifies candidates for graduation, provides enrollment reports, manages class schedules and assignments, and oversees veterans' enrollment and benefits certifications. With the goal of increased customer satisfaction, services available through the Office of the Registrar can be obtained in person, by telephone, e-mail or through the internet. These services are available to all new and returning students as well as alumni.

Reporting directly to the Enrollment Registrar Manager, the successful candidate will perform these additional duties:

- Conducts departmental outreach to clarify final exam programming and publishes final examination schedules.
- Coordinates room assignments with chairs, coordinators and faculty.
- Collaborates with the Director of Facilities in maintaining an active room inventory.
- Uses Event Management System (EMS) tables to inactivate or add rooms.
- Generates reports on academic room initialization.
- Assists in producing general information presentation and workshops for the department chairs and secretaries as deemed necessary.
- Provides training to Registrar staff in the use of EMS.

QUALIFICATIONS

Bachelor's Degree required.

The following qualifications are preferred:

- Two years of related experience in an enrollment management or registrar's office
- Strong communication skills and ability to multitask; should also be detail oriented, logical, a problem solver, and a team player
- Familiarity with CUNYFirst (PeopleSoft)
- Excellent knowledge of Microsoft Office (Excel, PowerPoint)
- Ability to work collaboratively with students, faculty and staff
- Availability to work evening and weekend hours

CUNY TITLE OVERVIEW

Provides operational support for registration operations.

- Provides advice on academic and administrative registration requirements
- Interprets and communicates academic, registration and enrollment policies and procedures
- Assists with registration and provides information to prospective and enrolled students in registration and records-related areas
- Complies, generates, and updates various reports, catalogs, and inventories
- Maintains compliance with established record release procedures, including the Family Education Rights and Privacy Act (FERPA)
- Collaborates with College and University offices to address inquiries and concerns and resolve student registration and record problems
- May participate in activities related to course scheduling and maintaining course databases
- May monitor and revise the content of web pages and other communication materials
- Performs related duties as assigned.

CUNY TITLE

Assistant to HEO

FLSA

Non-exempt

COMPENSATION AND BENEFITS

\$35,576 - \$40,129; commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: "Employment" and "Search Job Postings."

Please attach resume, cover letter, and the names, addresses, and telephone numbers of three professional references.

CLOSING DATE

August 27, 2016

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.