Job Description

Job Title: Enrollment Registrar Coordinator
Job ID: 12594
Location: Hostos Community College
Full/Part Time: Full-Time
Regular/Temporary: Regular

GENERAL DUTIES

Provides operational support for College registration operations.
- Advises students of academic and administrative requirements; assists with registration
- Interprets and communicates academic policies and procedures; provides information to prospective and enrolled students in registration and records-related areas
- Compiles, generates and updates reports and surveys containing enrollment data
- Maintains compliance with established record release procedures, including the Family Rights and Privacy Act (FERPA)
- Collaborates with other College and University offices to assist with resolutions of student registration and record problems
- May participate in activities related to course scheduling and maintaining the Master Course File
- May monitor and revise the content of the Registrar’s Office web pages and other communication materials
- Performs related duties as assigned.

Job Title Name: Enrollment Registrar Coordinator

CONTRACT TITLE

Assistant to HEO

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

Reporting directly to the Deputy Registrar, the successful candidate will be responsible for the additional following duties:
- Coordinates with Admissions, Bursar, Financial Aid, Testing and Transfer Evaluation offices to create, delete, or troubleshoot student records.
- Rebuilds student records from legacy; resolves duplicate ID issues.
- Creates Customer Relationship Management (CRM) Tickets.
- Corrects data in CUNYfirst (Biodemo Cleanup).
- Registers students, generates student transcripts, schedules courses, and runs queries in CUNYfirst system.
MINIMUM QUALIFICATIONS
Bachelor’s Degree required.

OTHER QUALIFICATIONS
Availability to work evening and weekend hours preferred.

COMPENSATION
$35,576 - $46,328

BENEFITS
CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

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
April 10, 2015

JOB SEARCH CATEGORY
CUNY Job Posting. Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY
We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EOE/AA Employer.