

## Job Description

<b>Job Title:</b>	Enrollment Registrar Coordinator
<b>Job ID:</b>	17687
<b>Location:</b>	Hostos Community College
<b>Full/Part Time:</b>	Full-Time
<b>Regular/Temporary:</b>	Regular

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### POSITION DETAILS

The Office of the Registrar at Hostos Community College serves as the repository of all student academic records, such as grades and transcripts. The Registrar's Office also certifies candidates for graduation, provides enrollment reports, and manages class schedules and assignments.

Reporting to the Enrollment Registrar Manager, the successful candidate will be responsible for, but not limited to, the following:

- Ensures the conformity of record release procedures and compliance with (FERPA) and other applicable laws/regulations governing the confidentiality of student records.
- Maintains the Educational Planner, scribing and tables for DegreeWorks and Student Information System (CUNYfirst).
- Collaborates with the Student Success Coaching Unit, Academic Advisement and other offices on matters relating to graduation and retention.
- Attends DegreeWorks training and meetings; responds to any inquiries related to DegreeWorks.
- Coordinates and facilitates DegreeWorks training and workshops.
- Assists with the Reverse Transfer - En Route Degree evaluation process, preliminary graduation audit, preliminary evaluation, and prospective graduates.

### QUALIFICATIONS

Bachelor's Degree required. Availability to work evening and weekend hours also required.

### 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
- Compiles, 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**

\$39,282 - \$44,308; 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](http://www.cuny.edu) and navigate to the following links: "Employment" and "Search Job Postings"

Please attach resume, cover letter and three reference letters.

**CLOSING DATE**

December 8, 2017

**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.

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