

Job Title: Enrollment Registrar Specialist
Job ID: 1611
Location: College of Staten Island
Full/Part Time: Full-Time
Regular/Temporary: Regular

GENERAL DUTIES

Administers College registration operations under management direction.

- Coordinates registration services such as grade collection entries and changes, publication of semester course offerings, final examination schedules, classroom scheduling and requests for student information
- Promotes policies and procedures in compliance with local, state and federal rules and regulations; advises College personnel regarding the development and implementation of responses to regulatory changes
- Oversees the conformity of record release procedures to management policies and legal requirements, including the Family Rights and Privacy Act (FERPA) and other applicable laws and regulations governing the confidentiality of student records
- Creates and reviews student communications from the Registrar's Office; ensures transcript and Degree verification requests are handled in a timely manner
- Recommends and implements improvements to office operations; assists with strategic planning
- Prepares reports and analyses on registration activities
- May train faculty and staff on retention techniques, record-keeping protocol and/or registration systems
- May supervise office operations and/or department budget
- Performs related duties as assigned.

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CONTRACT TITLE

Higher Education Assistant

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

Responsible for content of Registrar's Home Page.

Responsible for programming and implementation of course requisites as they apply to registration.

Collaborate with other offices regarding registration policies/procedures.

Produce semester bulletins and maintain office production calendars.

MINIMUM QUALIFICATIONS

Bachelor's Degree and four years' related experience required.

PREFERRED QUALIFICATIONS

Master's degree plus two years experience.

COMPENSATION

\$46,302 - \$68,024 (effective 10/20/09)

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

Go to www.cuny.edu, click on Careers at CUNY, click on Careers at CUNYFirst

CLOSING DATE

November 16, 2009

EQUAL EMPLOYMENT OPPORTUNITY

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