Job Title: Registrar
Job ID: 17857
Location: College of Staten Island
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 14,000 students. CSI proudly serves a highly diverse student population. More than 50 percent of our students are women and nearly half are from historically underrepresented groups. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. In addition, CSI faculty participate in 31 of the 34 CUNY doctoral programs offered through the Graduate Center in Manhattan, mentoring more than 180 students. Over 130 of these doctoral students participate full time on the CSI campus, primarily in the departments of Biology, Biochemistry, Chemistry, Computer Science, Earth & Environmental Science, Psychology, Physical Therapy, and Physics. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

Essential Responsibilities and Duties:

Reporting to the Provost/Senior Vice President for Academic Affairs, the Registrar is responsible for the integrity and security of student academic records; all administrative and operational activities associated with in-person and online registration; maintenance of student academic records; transcript evaluation; certification for graduation; class and examination schedules; budgetary, supervision, and personnel management related to the Registrar’s Office; institutional reports; providing relevant support to curriculum committees and managing the curriculum proposal process; acting as liaison to the CUNY Central Office and State Education Department regarding curricular proposals and changes; and working with the core team of CUNY’s Enterprise Resource Planning system (CUNYfirst) to develop strategies that address implementation, training, user documentation, and system testing.

As a member of the Division of Academic Affairs, the Registrar provides special focus for CUNY’s and CSI’s strategic plans as they relate to enrollment, retention, and graduation. A strong candidate will be progressive and have a passion for providing students an inviting, technologically advanced, supportive college experience consistent with CSI’s mission.

QUALIFICATIONS

Bachelor’s Degree and eight years’ related experience required.

A preferred candidate will have:
- A Master’s degree
- Experience in implementing an ERP system and familiarity with ERP concepts
- Ability to establish user-friendly processes that emphasize service to all constituencies within the college community
- Demonstrated management skills showing a commitment to an open and collegial office environment that emphasizes teamwork, diversity, and inclusion
- Knowledge of policies and procedures within a university setting
- A working knowledge of governmental and accrediting regulations, including FERPA, Veterans’ Administration, and NCAA regulations
- Familiarity and comfort with changing technology
- Excellent communication, organizational, analytic and problem-solving skills
- At least three years of supervisory/management experience in a Registrar's office
- Operational experience with CUNYfirst (PeopleSoft)
- A record of active professional engagement at the regional, state, and national levels
- Experience in fiscal affairs and in faculty and staff development

**CUNY TITLE OVERVIEW**

Directs College registration operations and serves as Registrar.

- Provides leadership in advancing the College's enrollment goals and is responsible for all activities associated with the registration process
- Develops strategic plan to address student enrollment, registration activities, data collection and dissemination, records confidentiality and degree audit protocol; assures quality of testing and implementation of system updates
- Oversees a wide array of enrollment and retention initiatives and special projects; recommends and administers enhanced technology applications to improve processing systems and data integrity
- Assesses outcomes and formulates responses to meet established goals and objectives; presents performance results data to facilitate executive decision-making
- Ensures reporting requirements are completed in timely and accurate manner to fulfill various legal obligations; maintains audit trails
- Manages professional and clerical staff as well as department budget
- Performs related duties as assigned.

Job Title Name: Enrollment Registrar Director

**CUNY TITLE**

Higher Education Officer

**FLSA**

Exempt

**COMPENSATION AND BENEFITS**

Salary 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**

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

**CLOSING DATE**

February 17, 2018
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.