Job Title: Registrar

Job ID: 19990

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island is one of the 11 senior colleges of the 24 colleges and institutions that comprise The City University of New York (CUNY). The three schools and two academic divisions of the College serve more than 13,000 students and offer 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, certificates, professional doctorate degrees, and Ph.D. degrees through The CUNY Graduate Center. CSI's internationally recognized faculty passionately engages in scholarly and artistic activities, and together with a strong professional staff, provides transformational learning experiences both inside and outside the classroom for the diverse student body. The 204 acre park-like Willowbrook campus incorporates a residential component, and in 2017 the College expanded its institutional footprint and accessibility with the opening of the St. George location in the heart of Staten Island's economic renaissance on the north shore of the island. The College is a hub of intellectual and artistic activity, and is committed to its role as an anchor institution and community partner, including for 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 and personnel management related to the Registrar's Office; institutional reports; 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.

Preferred qualifications include:
- A Master's degree.
- Experience in implementing an ERP (Enterprise Resource Planning) 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 or similar).
- 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

May 11, 2019

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.