Job Title: Enrollment Registrar Manager

Job ID: 24767

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 10,000 students. 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 The 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. The College is situated on a 204-acre site with residential housing and 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.

The Enrollment Registrar Manager will report directly to the Registrar supervising the staff of the Records Unit and oversees all changes to name, ssn, date of birth, address and residency in accordance with college, state and federal policy. Additionally, the Enrollment Registrar Manager will supervise the transcript production scanning projects in line with retention policies reporting on all matters pertaining to academic standards, academic petitions, student progress, and maintenance of enrollment eligibility.

In addition to the CUNY Title Overview, duties will include:

- Responsible for oversight and integrity of all student records (past and present) in compliance with audit guidelines; manage the required data set in student records and transmission of the data to the National Student Clearinghouse; oversees accuracy of student record data in addition to validate accuracy of record data (including enrollment and graduation records) in the National Student Clearinghouse Database.
- Oversees compliance in all procedures regarding Academic Guidelines, in coordination with state and federal timelines and regulations; enhances existing procedures and creates detailed guidelines on all changes to business process in Student Records modules of CUNYfirst.
- Compiles assessment data for all student records.
- Designs, presents and reports on grade and student record data and policy changes, outstanding grades in addition to compliance issues; prepares analytical and statistical reports for management.
- Supervises other Units of the office in the absence of Assistant Registrars.
- Provides staff training (for new and existing staff), in person and with training materials in CUNYfirst in all records maintenance modules of CUNYfirst.
- Represents the Registrar's Office on College and CUNY level committees.
- Maintains certification as PeopleSoft Train the Trainer by attending central workshops to stay abreast of new system procedures.

QUALIFICATIONS

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

Preferred qualifications include:
- A Master's degree.
- 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.

**CUNY TITLE OVERVIEW**

Manages College registration operations and related activities.

- Oversees daily office operations; supervises the maintenance of accurate and secure student records; determines residency eligibility; enforces all retention and release policies regarding the confidentiality of student data

- Improves and maintains department performance regarding information processing through effective system management and staff development

- Reports on all matters pertaining to academic standards, academic petitions, student progress, and maintenance of enrollment eligibility

- Assists with developing strategic plan, evaluating outcomes and ensuring compliance with legal requirements

- Prepares analytical and statistical reports for management

- Provides auditors with appropriate documentation as requested

- May administer Registrar activities related to Return of Title IV funding

- May manage professional and/or clerical staff

- Performs related duties as assigned.

**Job Title Name:** Enrollment Registrar Manager

**CUNY TITLE**

Higher Education Associate

**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.

**Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office. All CUNY employees must reside within a commutable distance to the tri-state area.

CLOSING DATE

August 19, 2022

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.