Job Title: Registrar

Job ID: 24768

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 College’s faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future Careers.

Reporting to the Provost/Senior Vice President for Academic Affairs, the Registrar is responsible for the integrity and security of student academic records and management of all administrative and operational activities associated with in-person and online registration. The Registrar will oversee the maintenance of student academic records; transcript evaluation; certification for graduation; class and examination schedules. Additional duties include 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 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.

**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.