Job Title: Enrollment Registrar Manager

Job ID: 25870

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, 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.

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 Registrar, the Enrollment Registrar Manager:

- Responds to all inquiries from the University Central Office on the CUNYfirst Course Catalog module, the Schedule of Classes, and all related CourseDog matters.
- Responsible for oversight and integrity of all records in curricular areas, including but not limited to the coding and maintenance of requisite requirements and master course offerings.
- Oversees compliance in all academic guidelines related to courses, contact hours, credit hours. Ensures that new courses and changes to existing courses are passed through governance at CSI, in compliance with all State and Federal regulations, and implemented in accordance with the approved timeline. Ensures timely and accurate implementation of all course changes via the Chancellor's Report to the CUNYfirst system.
- Ensures that academic structures are updated appropriately in CUNYfirst, including accurate mapping of all divisions, departments, disciplines, courses, and sections.
- Develops training manuals on process and procedures regarding CUNYfirst Catalog and Schedule of classes for professional and support staff in the Registrar’s Office, as well as faculty and professional staff in the academic departments. Provides training to new and existing staff, in-person and via virtual/online modality, with training materials on CUNYfirst and CourseDog, including the maintenance functions in Course Catalog and Schedule of Classes.
- Serves as Campus Lead and Liaison to CUNY Central for CourseDog System, responsible for testing and implementation of CourseDog Class Scheduling and Room Management Modules, providing clearance for the security roles, offering training and support of all using the system, while serving as a support to Curriculum and Event Planning module leads with data validation.
- Serves on colleges academic committees (undergraduate curriculum, graduate studies, executive committee, general education, and placement committees). Chairs the Scheduling Committee and coordinates all communications and reporting provided to the committee. Serves as Registrar representative on Central Office ad-hoc committees as directed.
- Responsible for running queries through CUNYfirst and through SPSS to provide data for senior leadership regarding class enrollment data, efficiency data, and year over year section count data.
• Works closely with Academic Deans, Department Chairs, and other units (e.g. Center for Advising and Academic Success) to provide strategic course offerings that support student success and degree progress. Develops presentations for college leadership including: Dean’s Council, Divisional Chairs, Institutional Effectiveness, and Advising Council, etc.
• Reports on space management and optimizes students’ ability to achieve full-time status through efficient scheduling of course offerings. Conducts research on new space opportunities and alternative scheduling models to enhance space management; compiles data and prepares outcome assessment reports pertaining to space and scheduling.
• Develops and implements procedures and system updates to ensure compliance with changing legal requirements. Enhances existing procedures and creates detailed guidelines on all changes to business process in the CUNYfirst Course Catalog and in the CUNYfirst Class Schedule.
• Performs other duties as assigned by the Registrar.

QUALIFICATIONS

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

Preferred qualifications include:

• A Master’s degree
• Demonstrates management skills showing commitment to an open and collegial environment that emphasizes teamwork, diversity, and inclusion
• Knowledge of policies and procedures within a university setting
• At least three years of operational experience with PeopleSoft or similar
• At least two years of operational experience with CourseDog Integrated Operations Platform
• At least three years of supervisory management experience in a Registrar’s Office or other higher education setting
• Familiarity 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.

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CUNY TITLE
Higher Education Associate

FLSA
Exempt

COMPENSATION AND BENEFITS

$93,491 - $96,602

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

December 9, 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.