

Job Title: Enrollment Registrar Coordinator

Job ID: 28224

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.

This position reports directly to the Associate Registrar for Historical Records in the Office of the Registrar. In addition to the duties outlined in the CUNY Title Overview, the Enrollment Registrar Coordinator:

- Guides and assists students, faculty, and staff by providing accurate information regarding Office of the Registrar policies, procedures, and processes.
- Oversees student transcript requests and respond to and monitor transcript mailbox.
- Processes Education Verifications for a variety of city and state agencies.
- Assists with student online registration forms.
- Updates student records as necessary; which includes the review and management of online student record change request forms.
- Performs daily administrative responsibilities such as scanning and indexing files into the college's document imaging system. This includes filing, maintaining, and purging student records in compliance with the University's record retention requirements.
- May supervise office staff and student workers.
- Performs related duties as assigned.

## QUALIFICATIONS

Bachelor's Degree required.

Preferred qualifications include:

- 2 years' experience using college-based information systems, such as CUNYfirst (Oracle/PeopleSoft) or similar software.
- Ability to perform multiple administrative duties such as maintaining accurate and confidential student records including statistical data and preparing reports and survey.
- Excellent knowledge of Microsoft Office Suite.
- Ability to work collaboratively with students, faculty, and staff.
- Flexibility to work proactively, independently and as a team.

- Solid organization, project management, communication (written and oral), and prioritization skills.
- Commitment to campus values of equity, diversity, and inclusion.

## **CUNY TITLE OVERVIEW**

Provides operational support for registration operations.

- Provides advice on academic and administrative registration requirements
- Interprets and communicates academic, registration and enrollment policies and procedures
- Assists with registration and provides information to prospective and enrolled students in registration and records-related areas
- Complies, generates, and updates various reports, catalogs, and inventories
- Maintains compliance with established record release procedures, including the Family Education Rights and Privacy Act (FERPA)
- Collaborates with College and University offices to address inquiries and concerns and resolve student registration and record problems
- May participate in activities related to course scheduling and maintaining course databases
- May monitor and revise the content of web pages and other communication materials
- Performs related duties as assigned.

## **CUNY TITLE**

Assistant to HEO

## **FLSA**

Non-exempt

## **COMPENSATION AND BENEFITS**

\$46,103 - \$47,861

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.

\*\*Until further notice, this is a hybrid position, eligible to work remotely and work in the office.

## **CLOSING DATE**

April 11, 2024

**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.