

ASSISTANT REGISTRAR - COMMUNITY COLLEGE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent in this position assists with the development, planning and coordination of services in the Office of the Registrar of Westchester Community College. This position assists in the supervision of the daily operations of the Registrar's Office. Extensive contact is maintained with students, employers, faculty and staff of the Community College requiring the use of independent judgment in making decisions. Supervision is exercised over clerical personnel and students. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the supervision of the daily operations of the Registration department;

Assists the Registrar in the organization and supervision of registration and registration record services;

Responds to subpoenas and inquiries, according to established WCC policies;

Authorizes release of official academic transcripts and references;

Ensures that information requested from students, other educational institutions, employees, etc. is released to officially authorized sources only;

Distributes various academic reports to Associate Deans and other administrative officers to expedite attendance reports, grade reports and grade changes.

Maintains time and attendance reports for regular, seasonal, and temporary employees;

Assists in assessing equipment needs and makes budget requests for same;

Consults with Director of Computer Center and coordinates reports pertaining to registration, graduation, attendance, and academic grades;

Confers with students, faculty and parents on inquiries regarding registration;

Compiles and processes information for students who are eligible for New York State Bar Examinations and similar licensing examinations;

Reviews registration procedures and recommends changes to improve services;

Plans, organizes, and supervises the work activities of assigned staff;

Conducts and evaluates training of assigned personnel;

Represents the department in meetings and in contact with students, other departments and the general public;

Performs administrative duties to ensure the efficient operation of the Registration Office.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles, policies and techniques of educational administration; good knowledge of the goals, rules and regulations governing student information as established by accrediting agencies; ability to supervise, plan and coordinate the work of others; ability to communicate effectively both orally and in writing; ability to establish and maintain effective work relationships; integrity; tact, sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and either: (a) a Bachelor's Degree* in Education, Public Administration, Business Administration, or Computer Information Systems, and one year of experience where the primary function of the position was educational administration; or (b) a Bachelor's Degree* and two years of experience as defined in (a); or (c) six years of experience as defined in (a).

**DEFINITION: Experience in Educational Administration is defined as a staff or supervisory position in an educational setting

*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.