

DIVISION COORDINATOR (REGISTRATION)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level official, an incumbent in this class assists with the development, coordination and administration of the Office of the Registrar at the Westchester Community College. This position represents the Registrar in her absence and supervises the daily operations of the office. This position involves extensive contact with students, employers, faculty and staff of WCC, and the general public and has considerable leeway in making independent decisions. Supervision is exercised over clerical staff and student employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Initiates and implements administrative functions to ensure the efficient operation of the Office;

Supervises the daily operations of the Registration department;

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

Authorizes release of official academic transcripts and records;

Confers with division heads and representatives of other colleges to discuss problems and solutions;

Conducts and evaluates training of assigned personnel;

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

Consults with EDP department to expedite the flow of data pertaining to registration, attendance, and academic grades;

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

Compiles and prepares written documents and reports as required;

Assists in preparing payroll and budget information.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of public administration; familiarity with the assigned division; good knowledge of educational administration principles and procedures; ability to plan, organize and coordinate the work of others; ability to communicate effectively both orally and in writing; ability to establish and maintain effective work relationships; sound judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and either (a) a Bachelor's Degree from a recognized college or university with a Master's Degree and two years of experience in administration at a community college; or (b) a Bachelor's Degree and three year's experience as in (a); (c) seven years experience as in (a); or (d) a satisfactory equivalent combination of training and experience.

*SPECIAL NOTE: Education beyond the secondary level 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.