

REGISTRAR - EDUCATIONAL OPPORTUNITY CENTER

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Assistant Dean for Student Personnel Services and the Director of the Educational Opportunity Center, an incumbent of this position is responsible for directing the Registration program at the Educational Opportunity Center, a department of Westchester Community College. The incumbent of this position is responsible for coordinating the registration process, and establishing and implementing effective systems for the maintenance of admission, academic, placement and follow-up records and documents for students attending classes provided by EOC. Responsibilities also involve compiling and generating data for regulatory and College reports and managing the Office to ensure smooth and effective workflow. Work is performed in a complex automated admissions and registration systems environment. Supervision is exercised over a number of clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Manages the Registrar's office by coordinating and planning workflow and ensuring the effective and efficient registration of students at EOC;

Maintains automated systems for the collection of data on student status, progress and follow-up procedures;

Keeps abreast of developments within the field, particularly with trends and changes related to automated systems with a view towards improving workflow and reporting requirements;

Establishes and maintains an efficient storage and retrieval system for active and inactive student records to ensure that documentation is appropriately filed and easily accessed;

Develops and implements plans for retaining and disposing of student records in accordance with all applicable laws and guidelines;

Keeps abreast of changes in all applicable laws and guidelines effecting the registration progress to ensure compliance with standards;

Compiles monthly enrollment and performance reports to keep the administration abreast of EOC's progress in meeting established goals and objectives;

Prepares statistical analyses for annual reports and provides information for special surveys or other required documents and reports;

Generates the official roster and attendance reports of enrolled students;

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

Verifies program completion and eligibility status of students who candidates for graduation;

Provides guidance to students on registration issues, program requirements and the required training needed for program completion;

Directs, trains, and evaluates the work of subordinate staff;

Attends meetings, conferences and seminars as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of college registration and admission procedures; good knowledge of the rules and regulations governing the collection, maintenance and auditing of student records; knowledge of statistical methodology and procedure; knowledge of office management procedures; ability to use complex automated registration and admission systems; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships; ability to prepare detailed and concise reports; ability to analyze data and draw logical conclusions; ability to communicate effectively, both orally and in writing; tact; discretion; resourcefulness; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) a Bachelor's Degree* and three years of administrative experience, one year of which must have been in a supervisory capacity; or (b) seven years of experience as described in (a), one year of which must have been in a supervisory capacity.

SUBSTITUTIONS: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to two years of the above required experience. Candidates must possess the supervisory capacity.

*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 Department of Education as a post-secondary, degree-granting institution.