

## REGISTRATION SUPERVISOR

GENERAL STATEMENT OF DUTIES: Assists in the registration of students at Westchester Community College; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Registrar, is responsible for the performance of student registration duties and for student services related to scheduling and trades. Supervision is exercised over a small number of clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

(when engaged in student registration)

Conducts early, regular and late registration for all students;

Processes and distributes various student rosters to faculty;

Verifies applications for refunds and submits to Business Office;

Processes withdrawals from courses and from college;

Processes grade reporting rosters and grade changes from faculty, and mails grades to students;

Accompanies Registrar to weekly meetings of the Registration Council; Checks and processes wide variety of reports from Computer Center.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of procedures used in student registration; good knowledge of office practices, procedures and terminology; ability to deal with students under sometimes trying circumstances; ability to organize and operate large scale clerical functions used to register students, record and mail grades, etc; clerical accuracy; initiative; tact; good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a standard high school course and three years of clerical experience, including at least one year in the keeping or processing of student records in a college or (b) seven years of clerical experience, including at least one year of specialized experience described in (a) above or (c) an equivalent combination of the foregoing training and experience.

West. Co.  
J. C.: Competitive  
AVD

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Job Class Code: C0862  
Job Group: VII