

Registrar
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=248828>

Downloaded On: Nov. 14, 2024 12:21am

Posted Nov. 13, 2024, set to expire Mar. 28, 2025

Job Title	Registrar
Department	
Institution	Erie Community College Buffalo, New York
Date Posted	Nov. 13, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Other
Job Website	https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/City-Campus---Downtown-Buffalo/Registrar_J0002340
Apply By Email	
Job Description	

Department:

Registrar

Salary/Hourly

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\$52,345.31 Annual

Union/Position Status:

AAECC FT

Posting Closing Date:

December 14, 2024

Applications must be submitted by 11:59 PM the evening **before the posting closing date.**

Please note that the posting will close at midnight (12:00 AM) on the posting closing date.

JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

The work involves acting as official Registrar of a Community College campus and directing related activities relating to registration and student records. The incumbent is responsible for related procedures, including verification of records and master scheduling of academic courses. Supervision is exercised over professional and clerical staff. The incumbent works under the direct supervision of the Director of Registration. Does related work as required.

TYPICAL WORK ACTIVITIES:

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- Directs the registration and maintenance of all student records for each of the four academic semester;
- Maintains student records that are created as they progress through college, through a series of forms and processes;
- Processes all transcript requests;
- Verifies each student to show he/she is eligible to receive tuition assistance program funds;
- Develops master schedule by coordinating the information needed with Academic Dean, Assistant Dean, department heads and coordinators;
- Maintains master schedule on on-going basis throughout semester;
- Verifies student records to various agencies;
- Participates in the graduation process;
- Maintains and verifies all faculty loads.

KNOWLEDGE, SKILLS AND ABILITIES:

Candidates must be able to demonstrate awareness and sensitivity towards promoting an inclusive and diverse learning environment. Good knowledge of the current methods of maintaining and checking financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic; ability to make arithmetic computations rapidly and accurately; ability to understand and follow detailed oral and written instructions; resourcefulness; dependability; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited, registered college or university with a Bachelor's degree and three (3) years' experience of responsible educational administration, including five (5) years of experience in records and registration at the collegiate level preferred.

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SPECIAL REQUIREMENTS:

Official transcripts will be required for successful candidates within 30 days of hire.

Contact Human Resources at (716) 851-1840 with any questions.

Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.

Notice of Non-Discrimination

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:



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Civil Rights Compliance Officer

Human Resource Department

North Campus

6205 Main Street

Williamsville, NY 14221

(716) 270-5735

For further information on notice of non-discrimination, please contact:

New York Office

United States Department of Education

Office for Civil Rights, 32 Old Slip 26th Floor,

New York, N.Y., 10005-25010;

Tel (646) 428-3800; Email: OCR.NewYork@ed.gov.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact