

Position Description

Title:	Assistant Registrar
Department:	Office of the Registrar
Reports To:	Registrar
Supervises:	
Internal Contacts:	Students, Faculty, Staff
External Contacts:	Parents, National and International Agencies
Incumbent:	
Employment Status:	full-time; non-exempt

Domains:

- Oversee scheduling of courses and optimal utilization of MSM's teaching facilities using EMS.
- Organize and administer records, registration and graduation functions, including transcript evaluations, grading, registration and advisement for all students in MSM's collegiate degree and certificate programs.
- Work with students in an advisory capacity to establish and periodically review their academic planning and progress at MSM.
- Work with neighboring institutions, including Teacher's College Columbia University and Barnard College, in the administration of the Barnard Cross-Registration program and the cross-use of classroom spaces with Teacher's College.
- Assist with MSM's reporting to the National Student Clearinghouse.
- Assist with online transcript requests, degree verifications and enrollment certifications.
- Assist with preparing Faculty Payroll in coordination with the Office of the Provost, Controller, and Payroll Manager.
- Assist in the collection and reporting of data for IPEDS, NYSEDS, and Middle States annual reports; as well as other surveys on an ad-hoc basis.
- Assist with organizing year-end student jury examination in collaboration with MSM's department chairs.
- Collect, record, maintain and report student records within FERPA guidelines, e.g., grades, registration data, transcripts; enforce and inform other staff and faculty of these guidelines.
- Assist with providing leadership and assist in developing appropriate recommendations for the implementation of related technology application(s) in support of enhanced services offered through the Office of the Registrar.
- Collaborate with administrators, deans, faculty, and staff to facilitate and improve services to students.

- Assist with overseeing updates to student portal on a daily basis to provide timely information to students.
- Assist the Registrar with serving as Veteran's Administration benefits coordinator by performing all duties of the VA Certifying Official.
- Serve as a member of various committees representing the Registrar department.
- Assist with preparing materials for Academic Progress Committee and communicating the Committee's decisions to affected students.
- Work closely with the Registrar to ensure accurate student numbers, track leaves of absence, and report graduation statistics.
- Other duties specific to the Registrar Office as assigned.

Job Requirements:

- Significant experience with the functions and duties of a Registrar's Office is necessary.
- Familiarity with an international student population is strongly preferred.
- Ability to handle and provide a confidential atmosphere is expected.
- Bachelor's degree required, Master's degree preferred.
- Excellent customer service and exemplary interpersonal, oral and written communication skills.
- Ability to communicate effectively, efficiently and in a timely manner with students and faculty regarding policies, deadlines and other matters.
- Knowledge of and ability to enforce academic policies and requirements in accordance with institutional, State and accreditation requirements.
- Knowledge of state and federal academic records regulations.
- Superior organizational skills to make information and procedures easily accessible.
- Initiative to follow through with tasks and follow up on communications.
- Extensive experience with SIS databases. Familiarity with Jenzabar suite of products, especially Jenzabar EX, is highly desirable.
- Demonstrated ability in MS Word and Excel and ability to learn new technology quickly.
- Ability to successfully manage and prioritize multiple tasks under pressure.

Contact Information:

Send letter of application and résumé via email to:

Caroline Hirsch
 Assistant to the Provost
chirsch@msmny.edu
 No phone calls, please.

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