ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Associate Registrar of Academics and Technology

DEPARTMENT: Office of the Registrar, Law School, Lincoln Center

RESPONSIBILITIES:

• Use DegreeWorks/reports and process graduation clearances to ensure student has satisfied all academic courses and requirements.
• Process graduation audits in addition to resolving data anomalies in order to have complete and accurate transcripts for graduating students.
• Calculation of class standing and J.D., LL.M., and M.S.L. honors and awards.
• Student advising, determination of graduation date, and required courses.
• Evaluation of transcripts and transfer credits.
• Creation and distribution of academic calendar.
• Create and provide reports for various departments and individuals as instructed and/or requested.
• Works collaboratively with academic area colleagues; identify opportunities for improvements in services in areas of responsibility.
• Responsible for summer abroad student deadlines, billing matrices, course registration and student payments.
• Banner access and management including modifying Banner codes for new programs, data standards, procedures, security of law school student records, and integrity of Law systems.
• Work closely with other colleagues during software enhancements and upgrades.
• Manage accuracy of student data (e.g., degree, class, division, program, attribute, status, concentrations, graduation term etc.) including maintenance and reconciliation of records.
• Setup of Banner start-of-term processes including block scheduling, Banner registration processes, and waitlists.
• Monitoring of grading curve and notification of faculty if not in compliance.
• Manages and motivates clerical representatives, part-time staff and student workers.
• Oversee the collection and management of documents (including electronic), scanning and indexing.
• Track student compliance with the Law School’s academic policies, the American Bar Association and the New York State Court of Appeals.
• Participate as appropriate, in Law School and University committees and other regional and national organizations pertaining to student and academic records and technology.
• Familiarity with FERPA and student records privacy guidelines required.
• Perform other duties as assigned.
• Weekend and evening hours required, as needed.

QUALIFICATIONS:

• Bachelor degree required, Master’s degree preferred.
• At least four years of successful supervisory and/or management responsibility.
• Excellent organizational, communication and customer service skills.
• Experience with a student information system is required; experience with Banner Student (INB and SSB), 25Live Room Scheduler, Jadu Continuum, student graduation clearance, working knowledge of DegreeWorks, registration, transcript, and degree verification processes.
• Ability to work independently, effectively, and collegially with faculty, deans, support staff, and senior administrators.
• Proven experience with MS Word and Excel.
• Experience with data visualization tools, such as PowerBI.
• Experience with SQL databases, SharePoint 2013 and managing corporate e-mail accounts.
• Excellent oral and written communication skills.
• Excellent customer service skills; respectful, friendly, and accountable.
• Superior problem-solving and multitasking skills are essential.

SALARY: Commensurate with experience
STARTING DATE: ASAP
SEND LETTER & RESUME: registrar@law.fordham.edu

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