ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Registrar

Department: Office of the Registrar Law School, Lincoln Center

RESPONSIBILITIES:

• Manage final examinations including, training proctors, assigning proctors to exams, and creating examination schedules.
• Oversee exam conflicts and students exam schedules.
• Student advising, determination of graduation date, and required courses.
• Oversee all forms relating to bar examinations, certifications of character and fitness for admission to practice law.
• Assist in evaluating transcripts and transfer credits.
• Assist in summer abroad student deadlines, billing matrices, course registration, and student payments.
• Work closely with colleagues during software enhancements and upgrades.
• Maintain accuracy of student data (e.g., degree, class, division, program, attribute, status, concentrations, graduation term, courses, etc.) including maintenance and reconciliation of records.
• Ensure that all courses restrictions and attributes are entered appropriately in Banner and appropriate room assignments.
• Assist in grading.
• Administer the collection and management of documents (including electronic), including scanning and indexing.
• Advises students on course registration and academic policies.
• 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 on Law School and University committees and other regional and national organizations pertaining to student and academic records and technology.
• Work collaboratively with academic area colleagues; identify opportunities for improvements in services and in areas of responsibility.
• Familiarity with FERPA and student record privacy guidelines required.
• Perform other duties as assigned
• Weekend and evening hours required, as needed.

QUALIFICATIONS:

• Bachelor degree required.
• At least two years of successful management responsibility.
• Good working knowledge of computer and web applications.
• Proven experience with MS Word and Excel.
• Experience with a student information system required: Banner Student (INB and SSB) preferred, Jadu Continuum, bar certification process/forms, DegreeWorks, registration, 25Live Room Scheduler, transcript, and degree verification processes.
• Ability to work independently, effectively, and collegially with faculty, deans, support staff, and senior administrators.
• Excellent oral and written communication skills.
• Experience with data visualization tools, such as PowerBI.
• 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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