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Job Description

Assistant Registrar for Academic Success - 1700359



Stony Brook University

Required Qualifications (Evidenced by an attached resume):

Bachelor's Degree. Three [3] years of full-time academic administrative experience at the college or university level, preferably within: Degree Audit, Academic Advising, Transfer Center and/or Registrar's Office. Progressively responsible student database experience, to include personnel records, degree audit, records management and/or data management, in an academic setting. Experience working with and maintaining compliance and confidential information. Computer proficiency to include Microsoft Office products and GoogleApps (or related), and electronic mail systems. Experience in a customer service environment.

Preferred Qualifications:

Master's Degree. PeopleSoft database experience. Experience with clearance and awarding of degrees at the university level, experience with degree audit setup, and/or experience with Degree Works. Experience with the functions of a Registrar's Office or another university related student services. Experience interacting with a culturally and ethnically diverse population. Experience effectively multi-tasking in a fast-paced, deadline driven environment with a high degree of accuracy.

Brief Description of Duties:

The Assistant Registrar for Academic Success will manage the daily business of the Graduation/Degree Audit Area. This includes, but is not limited to the completion of the following processes and requests: Awarding of Degrees, Ordering of Diplomas, Major/Minor changes, Graduation Application Processing, Graduation Date Changes, and Awarding of Honors. The Assistant Registrar will manage the technical aspects of the Departmental Degree Audit, supporting the implementation of Degree Works; build and maintain Stony Brook's 146 current west-campus plans (majors/minors) to support the departmental degree audit. In addition, this staff member will be responsible for involvement needed to support transfer articulation course by course that will impact the departmental degree audit set up. The Assistant Registrar will manage the technical aspects of the University Degree Audit transcript, ensuring that both DEC and SBC requirements are reflected accurately in the audit. Incumbent must possess outstanding written, verbal, and interpersonal communication skills, experience successfully working independently as well as part of a team with a collaborative approach to problem solving and excellent strategic and analytical thinking skills with an ability to solve problems and make effective decisions. This includes building and maintaining Stony Brook's General Education Curriculum, DEC's and SBC to support University Degree Audit. The selected candidate will be responsible for the following:

Graduation:

- Oversee and coordinate the clearance of all students for the awarding of degrees. This includes clearance forms from external programs and offices (e.g. academic departments, School of Professional Development programs, Graduate, Medical, and Dental programs)
- Responsible for ensuring that all University policies and requirements have been met, students eligible to graduate with "honors" are appropriately recognized, and that the student academic record is correct and complete. The management of the production and distribution of diplomas must be accomplished in a timely manner.
- Responsible for reviewing degree requirements; academic regulations and policies to determine encoding strategy; encoding specific programs, plans, and requirements; translating degree requirements, academic policies, and regulations into system rules.

Departmental Degree Audit:

- Manage the technical and the various aspects of the Departmental Degree Audit project, supporting the management of PeopleSoft student system, as well as the transition to Degree Works; build and maintain Stony Brook's 146 current west-campus plans (majors/minors) to support the departmental degree audit.
- Support the implementation of DegreeWorks by building, maintaining, and updating major, minor, and specialization requirements in the system; attend Degree Works-related training and conferences as needed to support the functional aspects of the system.
- Responsible for continuous involvement needed to support transfer articulation course by course that will impact the Departmental Degree Audit set up. This will include, but is not limited to, equivalencies for courses offered by feeder schools.
- Coordinate evaluation with department chairs and equivalencies for students transferring from colleges for which there are no articulation agreements.
- Ensure that the Departmental Degree Audit supports registration, prerequisite screening, and academic advising. Integrity of the academic records is critical to the University and the Registrar, who is the keeper of the academic records; therefore, the incumbent must adhere to SUNY and the campus policies and procedures as they pertain to academic and permanent records maintenance.

University Degree Audit:

- Manage the technical aspects of the University Degree Audit transcript, ensuring that both DEC and SBC requirements are reflected accurately in the audit.
- Responsible for continuous involvement needed to support the transfer articulation course by course that will impact the university degree audit set up. This will include, but is not limited to, equivalents for courses offered by feeder schools.
- Coordinate evaluation with department chairs in determining equivalencies for students transferring from colleges for which there are no articulation agreements.
- Ensure that the University Degree Audit supports registration, prerequisite screening, and academic advising. The integrity of the academic record is critical to the University and the Registrar, who is the keeper of academic records; therefore, the incumbent must adhere to SUNY and campus policies as they pertain to academic and permanent records maintenance.

- Support the transition of the implementation of Degree Works by maintaining and updating Stony Brook Curriculum General Education requirements in the system.

Registrar Generalist :

- Function as a generalist in all areas of Registrar daily business to assist students and staff with registrar-related business transactions. This includes, but is not limited to: enrollment, course scheduling, records, transcript production, etc., which requires a full understanding of the Registrar's Office, as well as University policies and procedures.
 - Provide customer service support including phone, counter, and supervisor on duty shifts.
 - Serve as a lead during assigned orientation to support new students. These tasks must be completed as approved in compliance with state, federal, and university policies and procedures.
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- Other duties or projects as assigned as appropriate to rank and departmental mission.

Special Notes: This is a full time appointment. FLSA Exempt position, not eligible for the overtime provisions of the FLSA. Minimum salary threshold must be met to maintain FLSA exemption.

Stony Brook University is 100% tobacco-free as of January 1, 2016. See our policy and learn more at stonybrook.edu/tobaccofree.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

About Stony Brook:

Stony Brook University, home to many highly ranked graduate research programs, is located 60 miles from New York City on Long Island's scenic North Shore. Our 1,100-acre campus is home to 24,000 undergraduate, graduate, and doctoral students and more than 13,500 faculty and staff. SBU is a comprehensive research-intensive university and a member of the prestigious Association of American Universities (AAU), which includes 34 public universities among its 62 members. SBU consists of 12 schools and colleges and a teaching hospital that provides state-of-the-art healthcare in the Long Island region. SBU also manages and performs joint research with Brookhaven National Laboratory, the only Department of Energy Laboratory in the Northeast, and shares doctoral programs with Cold Spring Harbor Laboratory, a world-renowned molecular biology institute. Home to the Emerson String Quartet, the Pollock-Krasner House in East Hampton, New York, Humanities Institute, and the Southampton Arts Program, and with endeavors that extend to the Turkana Basin Institute in Kenya and the Ranomafana National Park in Madagascar, SBU sustains an international reputation that cuts across the arts, humanities, social sciences, and natural sciences.

Stony Brook University is an Affirmative Action/Equal Opportunity employer. We encourage protected veterans, individuals with disabilities, women and minorities to apply.

If you need a disability related accommodation, please call the University Human Resource Services Department at (631) 632- 6161 or the University Hospital Human Resources Department at (631) 444-4700. In accordance with the Title II Crime Awareness and Security Act, a copy of our crime statistics is available upon request by calling (631) 632- 6350. It can also be viewed on line at the University Police website at <http://www.stonybrook.edu/police>.

Official Job Title: Assistant College Registrar
Job Field: Administrative & Professional (non-Clinical)
Primary Location: US-NY-Stony Brook
Department/Hiring Area: Registrar's Office-Stony Brook University
Schedule: Full-time Day Shift 8:30 am - 4:30 pm **Pass Days:** Sat, Sun
Posting Start Date: Apr 10, 2017
Posting End Date: Apr 24, 2017, 11:59:00 PM
Salary: \$51,500-\$55,500
Salary Grade: SL3
Appointment Type: Probationary

