

TOURO COLLEGE

JOB POSTING

Associate Registrar for Data Management

Reports to: Assistant Dean of Enrollment Management
Status: Full Time
FLSA: Exempt

About Touro College:

Touro College is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was established in 1971 primarily to enrich the Jewish heritage, and to serve the larger American community. Over 18,000 students are currently enrolled in its various schools and divisions. Touro College has branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, Moscow, Paris, and Florida. Touro University California and its Nevada branch campus, as well as Touro College Los Angeles, are separately accredited institutions governed in common by the same Board of Trustees as Touro College.

JOB SUMMARY:

The Associate Registrar for Data Management provides leadership and support in managing the timeliness, completeness and accuracy of registration and other related data. He/She will oversee, maintain, and monitor the collection and input of these data into the College database, and supervise and train staff in these functions. He/she will also troubleshoot problems and act as liaison with academic departments and the Office of Information Technology in maintaining and modifying the database and software.

JOB RESPONSIBILITIES:

Provides leadership and support for the Registration department to include, but not limited to the following:

- Maintains and defines the data fields and parameters for the enrollment management databases
- Maintain and oversee the completeness, accuracy, and timeliness of registration and other related data
- Maintain all master files (e. g. pre- and co-requisite tables, course master files, and the like). Work with the Data Analyst and Data Specialist to monitor and assure quality and accuracy of data
- Plan, execute, and monitor timed system events (e. g. semester configuration, "T"-grade/"INC"-grade conversion, and the like)
- Train, monitor, and supervise staff to assure data quality and timeliness
- Review, maintain, and monitor input and request forms, and assist in formulating policy and training materials to be incorporated into the department's handbook. Function as part of the enrollment management team and participate in the formulation of records policy and procedure
- Review system audit reports and oversee the correction of erroneous or missing data

- Monitor, record, and analyze, and report on registrar and related activities at various campuses and locations
- Serve as primary contact with the National Student Clearinghouse. Set up schedules for data submission to NSC. Work with the Office of the Information Technology to assure accurate and timely reporting. Work with IT and NSC to promptly resolve any issues that may arise
- Serve as liaison with the Office of Information Technology in maintaining and modifying the database, related software, and assist in formulating application development requests
- Assist in the creation and modification of Jenzabar TEAMMATE specifications for staff and others as needed
- Assist with the design of SQL-based auxiliary pre-requisites for the database
- Provide input to business analysts and programmers for enhancing the capabilities of the student information systems
- Perform other duties as assigned

REQUIREMENTS:

Education, Preparation, and Training

- Bachelor's degree, Master's degree preferred
- Three to five years experience in enrollment management, with direct experience with registrar's functions and data management and supervision

Skills

- Accuracy and attention to detail, with excellent organizational skills
- Experience with data-integrity assurance and commonly accepted validity and reliability practices
- Excellent written and verbal communication and interpersonal skills
- Ability to work with limited supervision

Physical Demands

- Extensive use of computers
- Extensive time sitting and standing
- Ability to lift 5 pounds

Computer Skills

- Knowledge of computers and student database software, including standard PC tools
- Experience with student record systems, including reporting and querying tools like SQL, Access, and Excel. Experience with Jenzabar TE a plus

Travel

- Minimal/occasional travel

Application Procedure:

Please send a cover letter with salary expectations and your resume to: recruit.hr@touro.edu. The subject line of your email should read: "Associate Registrar for Data Management"

Touro College is committed to the principles of equal employment opportunity.