BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Senior Registration Assistant

DEPARTMENT: Registration One Stop

FUNCTION: One Stop

REPORTS TO: Assistant Director/One Stop Supervisor

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Responsible for ensuring that the One Stop window is open and ready to service Financial Aid and Registration inquiries. (which includes at least 1 late night)
2. Responsible for processing duplicate records
3. Assist PA/TA with creating graduation records on SGRD during peak times
4. Create records/register for Visiting Students
5. Assist with eTranscripts inquiries (backup)
6. Responsible for updating the One Stop window schedule
7. Perform additional tasks or duties as assigned by the Assistant Director or Director of Registration.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Associate Degree

Experience: Must have 3-5 year experience working in higher education. In addition, must have knowledge of Student Information Systems, (SIS) preferably Datatel Colleague. Excellent customer services skills are essential. Must be a team player and very flexible.
Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: _____________________ Date: ____________
Name/Title

Approved by: _____________________ Date: ____________
Name/Title

Reviewed by: _____________________ Date: ____________
Human Resources

Board Approval: _____________________ Date: ____________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE