BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Senior Registration Assistant

DEPARTMENT: Registration

FUNCTION: Assist in Office of Registration

REPORTS TO: Director of Registration

SUPERVISES:

MAJOR RESPONSIBILITIES:

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 Residency modifications
3. Responsible for creating & registering College Experience Students
4. Assist Academic Counselor with entering transfer credits
5. Assist Center for Institutional Effectives with data clean up
6. Responsible for Troubleshooting registration issues
7. Responsible for sorting & archiving registration forms
8. Responsible for creating records for visiting students
9. Performs additional tasks or duties as assigned by the Director or other designated management.

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: Associates 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