



Job Description

Position Title	Associate Registrar
Department	Registrar
FLSA Status	Exempt

Founded in 1901, Brooklyn Law School is a vibrant intellectual community emphasizing teaching excellence with an innovative academic program designed to prepare our law students to practice law in many different sectors.

We strive to seek out and hire those individuals, both staff and faculty, who stand out in their field of excellence, wish to become part of the higher education community, and assist in providing the best support possible to our students.

Position Summary

Brooklyn Law School is seeking an experienced, motivated Associate Registrar to join and enhance our Registrar's Office. Reporting directly to the Registrar, the Assistant Registrar is responsible for managing student registration services and assisting admission, and for maintenance of the computerized student database, including data entry, data tables maintenance, and student training. This position also will be providing in-person service to students and faculty.

The Associate Registrar will make an impact in many areas, with responsibilities and duties including, but not limited to:

- Overseeing all operations in the exam control room during final examinations, including the hiring, scheduling and managing of staff and the processing, printing, delivery and storage of exams, and the processing of Scantron multiple choice answer results;
- Petitioning faculty for exam information;
- Updating relevant information on the Schools intranet with regards to exams;
- Disseminating anonymous exam IDs and software download information via mass e-mails;
- Assisting students using Exam4 software;
- Creating the final exam schedule; collect, copy and distribute final exams;
- Managing the online take home exam system;
- Hiring, training, and scheduling exam proctors for all in-house exam administrations;
- Scheduling all students receiving disability accommodations for midterm and final exams;

- Advising students on course selection during registration & provide support as necessary;
- Processing LOAs and withdrawals;
- Managing the online bookstore;
- Providing support for writing competition/journal selection;
- Assisting the Registrar with registration/teaching schedule as necessary;
- Managing the joint degree program and Pratt Door Program;
- Overseeing data entry into Colleague (Ellucian), collect and evaluate data as necessary;
- Supervising Registrar Services Coordinator.

EXPERIENCE AND QUALIFICATIONS

Successful candidates must possess outstanding planning, organizational and management skills, must be able to prioritize and successfully manage several projects while communicating with students, senior administrators, department heads, and, on occasion, the Dean(s) at the School. This person must thrive in a fast-paced environment and work efficiently with a varying amount of direction and must have the ability to handle multiple tasks simultaneously.

Minimum Qualifications Required to Apply for the Position

- Must be analytical and have strong problem-solving abilities as well as acute attention to detail;
- Excellent oral, writing, and communication skills;
- Knowledge of Ellucian Colleague & Informer information system preferred;
- Understanding of FERPA and student records privacy issues;
- Superior problem-solving and multitasking skills;
- Excellent Word skills, especially advanced experience with Excel and the ability to collect, report, and analyze data;
- Experience in all Microsoft Office Suites applications;
- Ability to collaborate with various members of the community, including students, faculty, staff and administration;
- Commitment to providing superior customer service.

BENEFITS

Brooklyn Law School has a competitive Total Rewards packages which includes Medical, Dental, Vision, Life & Disability Insurance, 403(b) Pension, Flexible Spending and Commuter benefits. We have a generous time off policy and promote a healthy work/life balance.

MINIMUM EDUCATION/EXPERIENCE REQUIRED:

- 4-year bachelor's degree from an accredited institution in education administration, education services, college student affairs, or another related field;

- At least 3-5 years of relevant experience in education, preferably in a registrar's office or academic affairs;

HOW TO APPLY:

<https://www.brooklaw.edu/en/About-Us/Employment-Opportunities>

Email a cover letter and resume to the Law School to julie.brown@brooklaw.edu

Please include the position title “Associate Registrar” in the subject heading. No phone calls, please. Applications will be considered on a rolling basis and resumes received without cover letters will not be reviewed.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of Brooklyn Law School not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital status, genetic information, disability, veteran status, or any other legally protected status under federal, state, or local law. It is also the policy of Brooklyn Law School to take affirmative action to employ, and to advance in employment, all persons regardless of race, color, religion, sex, national origin, age, marital status, genetic information, disability, veteran status, sexual orientation, or any other legally protected status, and to base all employment decisions on legitimate job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, at all levels of employment.