

Senior Assistant Registrar- Special Populations &
Strategic Initiatives
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=252334>

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Posted Jan. 28, 2025, set to expire Jul. 12, 2025

Job Title Senior Assistant Registrar- Special Populations & Strategic Initiatives

Department Data, Reporting, and Strategic Initiatives

Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Jan. 28, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Enrollment Management/Registrar

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Senior-Assistant-Registrar--Special-Populations---Strategic-Initiatives_RQ28883

Apply By Email

Job Description

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The Office of the Registrar is a high volume, high functioning area that has responsibility in many aspects of the student life cycle from matriculation to graduation and beyond into Alumni status. The Assistant Registrar of Special Populations & Strategic Initiatives will support the Senior Associate Registrar of Data, Reporting and Strategic Initiatives on projects to improve services throughout academics. The Assistant Registrar is primarily responsible for supporting military connected students by managing benefits, staying up to date on compliance requirements, and communicating with students.

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This position requires a solid understanding of how to leverage information and ideas to support student needs and strategic goals, maintains knowledge of campus policies, procedures, and best practices, and works collaboratively across campus to maximize the effectiveness of services provided to all.

Essential Job Functions:

- Coordinate and oversee the Veteran Education Benefit Program, serving as primary School Certifying Official and is responsible for maintaining regulatory compliance with the awarding and certification of all federal and state military and veteran education benefits administered
- Complete Veterans Affairs audits, military surveys and documents relating to institutional eligibility for VA and Department of Defense programs.
- Collaborate with other departments to coordinate Pre-College, Summer Scholars, Business Discovery and other populations that are created to support student admission and enrollment
- Remain current on Federal policies regarding Veteran benefit use and reporting
- Cohort creation and management
- Project management
- Oversee Workday process documentation for office
- Ticketing
- Commencement data liaison
- End of semester processing
- Engage in special projects and other duties as assigned. Represent the department on various committees as needed. Participate in commencement, orientation, and other university events. Some work may require attention outside of regular business hours and on weekends.

Qualifications:

- Master's degree in higher education, student affairs, or related field
- 3-5 years of experience in higher education, Registrar and Admissions experience preferred
- Strong organizational skills and attention to detail
- Excellent communication and interpersonal skills
- Ability to handle multiple work unit priorities and projects independently.
- Detail-oriented, self-motivated, with strong organizational and administrative skills.
- Ability to multi-task and prioritize competing deadlines in a high-volume, fast-paced environment and to switch between tasks if required.
- Ability to maintain confidentiality and compliance.

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- Ability to adapt, change and learn new procedures.

Break down:

25% VA

25% Projects

25% Special Populations

15% Cohorts, Process Documentation, End of Semester Processing, Commencement Reports

10% Imaging

Department

Data, Reporting, and Strategic Initiatives

General Submission Guidelines:

Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

Still Have Questions?

If you have any questions regarding your application, please contact Jobs@Stevens.edu.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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Contact

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