
Job Title	Data Specialist / Continuing Education Registrar
PVN ID	HO-2310-005888
Category	Administrative Services
Location	HOSTOS C. C.
Department	Continuing Education
Status	Full Time
Annual Salary	\$47,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Dec 02, 2023 (Or Until Filled)

General Description

Division Overview

The Division of Continuing Education & Workforce Development (CEWD) at Hostos Community College offers educational, career, and personal development opportunities designed to address the needs of the Bronx and neighboring communities. We offer non-credit courses and certificate programs.

Position Overview

Reporting to CEWD's Finance and Data Manager, Hostos seeks a Data Specialist / Registrar with the skills required to establish, update, and maintain course and student-level information in the internal and external database systems (e.g. CampusCE, Xenegrade, ASISTS, etc.) utilized by CEWD to register students into programs and classes, ensure accuracy in student deposits/vouchers/refunds, and maintain compliance with college, departmental and funder-mandated policies. In addition, the Data Specialist / Registrar will conduct data entry and maintain participant file folders for Hostos CEWD's WIOA Integrated English Literacy and Civics Education (IELCE) Grant, which trains English Language Learners as bilingual Home Health Aides.

Other Duties

The Continuing Education Data Specialist / Registrar will be responsible for the following duties:

- Clone and update all class sections in alignment with the Continuing Education catalog
- Register students into programs and courses
- Perform registration financial functions regarding deposits, vouchers and refunds / Post cash student receipts
- Coordinate and supervise the processing of all charges, payments and credits affecting student accounts: tuition and fees, deposits and vouchers
- Manage daily billing and the preparation of students billing notifications

- Ensure accuracy of manual billing and compliance with all College and Departmental payment policies
- Research and problem-solve student account issues
- Coordinate the preparation and processing of student refunds as a result of drops/withdrawals and overpayments, in accordance with Departmental guidelines
- Respond to inquiries from internal and external customers regarding all aspects of student billing, payment information, and other student account practices of the College and Department.
- Perform routine data maintenance / design and implement the use of tracking systems
- Create and disseminate reports: enrollment, accounts receivable, etc.
- Engage in data management and entry activities related to Campus CE, Xenegrade, and/or ASISTS
- Ensure WIOA IELCE participant folders are complete, including copies of identification, documents and case notes
- Assist and train CEWD staff in regards to database(s) updates to policies and procedures
- Support administrative staff in the Prow building by ordering all needed supplies
- Process Improvements / Other Assignments – look for and gain agreement on any ways we can improve the processes involved in running the financial aspects of CEWD.
- Other duties as needed

Qualifications

- Ability to work independently and collaboratively in a demanding and complex work environment, to carry out complex assignments in a timely manner; and to adapt to changing situations and priorities;
- Demonstrated interest in working with diverse populations;
- Possess excellent interpersonal, communication, organizational, time-management skills, as well as strong work ethics and commitment for success;
- Ability to analyze data for continuous program improvement;
- Compile data for report submission;
- Computer skills should include MS Office suite (Word, Excel, Access PowerPoint);
- Ability to keep all matters related to students confidential;
- Ability to communicate effectively by conveying simple to complex concepts/processes to members, staff, or other stakeholders as well as listening and responding to the concerns/ideas of others; and
- Completes work within established deadlines.

QUALIFICATIONS

- Associates Degree or higher, and;
- We are seeking a results-oriented professional who has a minimum of 2 years of experience working with diverse populations in an educational capacity, and;
- A minimum of two (2) years' experience performing responsible related work; **AND** possession of the core competencies determined to be required at the time of hire.

REQUIREMENTS: Must be available to work some evenings. Travel is minor within the five boroughs.

Please note we are currently on a 70% in-person and 30% remote work schedule, which is subject to change.

This is a grant-funded position and contingent upon availability of grant funds.