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<b>Job Title</b>	Registry Associate
<b>PVN ID</b>	VA-1712-002258
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	CUNY-PDI
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$40,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 27, 2019 (Or Until Filled)

## General Description

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The **New York Early Childhood Professional Development Institute** is a fast-paced, dynamic public/private partnership that exists to drive the excellence of services designed for young children through research, policy, and practice. The Institute is the implementing agency for New York Works for Children, New York State's integrated professional development system for the early childhood and school age workforce.

### Position Description:

The Institute is looking to hire a full time Registry Associate to work afternoons/evenings and possibly on weekends, depending upon availability. Once determined, the position will have a set schedule.

The Registry Associate is responsible for providing key oversight of all operations of the evening shift of The Aspire Registry, New York's workforce registry for early childhood and school age professionals. The Aspire Registry is a web-based system that helps early childhood providers track and plan their ongoing professional development and education.

## Other Duties

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Reporting to the Registry Administrator, the Registry Associate will supervise a group of part-time Registry Support Specialists, working evening and possibly weekend hours. Responsibilities for the Registry Associate include:

- Oversee quality control process for coursework review and data entry from university transcripts, state

credentials and training certificates submitted to the workforce registry

- Review documentation from registry members and verify information in the database and document management system
- Lead Registry Support Specialists in regular meetings aligned with quality control findings
- Provide customer support to Aspire Registry members by e-mail, phone and in person
- Assist with the development and revisions of registry internal policies and procedures
- Other duties as assigned by the Registry Administrator

## Qualifications

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- Bachelor's degree required; degree in early childhood education or related field preferred
- Demonstrated leadership and success working within a team
- 1-3 years supervisory experience preferred
- Excellent time management and organizational skills; ability to multitask
- Strong data entry skills, both speed and accuracy
- Ability to work independently and collaboratively in a fast-paced and complex work environment
- Excellent oral and written communication skills
- Ability to work with a diverse group of stakeholders including registry members, colleagues, and external partners

**Salary: Low to mid 40s, depending on experience**

**Please submit your cover letter (including your availability, hours per day and days per week) and resume via the Research Foundation website at:**

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