
Job Title	Registry Specialist
PVN ID	VA-1907-003175
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Academic Affairs - NY Early Ch
Status	Full Time
Annual Salary	\$33,000.00 - \$36,000.00
Hour(s) a Week	35
Closing Date	Aug 28, 2019 (Or Until Filled)

General Description

MISSION

Children need to spend their most critical years with dedicated, educated, trained, and well-compensated individuals in order to thrive. The New York Early Childhood Professional Development Institute leads the work to establish and implement an early childhood workforce system to ensure funding, standards and competencies, career development resources, qualifications and credentials, professional development (training and strengths-based coaching), and program quality assurance and improvement for individuals who work with young children throughout New York. Housed at the City University of New York, the Institute is a fast-paced, dynamic public/private partnership that is committed to the early childhood workforce across New York State.

GENERAL DESCRIPTION

The Aspire Registry is New York's early childhood workforce data system and is part of New York Works for Children, the state's integrated early childhood professional development system. The Registry Specialist is responsible for providing key support in the implementation of the Institute's workforce registry project. The workforce registry is a web-based system that helps early childhood providers track their ongoing professional development, education, and experience, and helps them find professional development. The Registry Specialist will work closely with other staff to implement day-to-day operations of the system, as well as provide basic support to registry participants.

DUTIES AND RESPONSIBILITIES

Data Entry

- Review paper and electronic files and resolve discrepancies and errors in information
- Effectively match documents to user accounts in an online database.
- Enter data into database software with attention to speed and checking to ensure accuracy of data inputted

- Accurately type and verify user data from paper and electronic documents into an online database without duplication or errors.
- Electronically process and calculate membership applications while ensuring the process strictly follows all documented policies and procedures.

Basic Customer Service

- Provide basic technical assistance related to the Registry by e-mail through our ticketing system.

Administrative Duties

- Assist with checking in mail received from registry users, scan and index these files into the online database through a document capture software
- Assist with the preparation of meeting materials, taking minutes, and disseminating minutes in a timely fashion.

Other Duties

- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned.

Qualifications

- Some college credit, associate's, or bachelor's degree in Early Childhood Education or a relevant field of study
- At least two (2) years of data entry/administrative or equivalent experience in related field
- Ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment.
- Ability to work as part of a team towards a common goal/objective/task.
- Knowledge of correct spelling, grammar and punctuation.
- Excellent time management and telephone skills with an aptitude for problem solving.
- Strong knowledge of Microsoft Word and Excel required (knowledge of additional programs is a plus).
- Intermediate to advanced computer skills required; candidates will be tested during the interview process (this is an administrative skills-based test)
- Strong analytical skills with the ability to provide data accuracy, consistency, and synthesize large amounts of information.
- Handles confidential information with the highest degree of professionalism.
- Exhibits excellent interpersonal and communication skills, both written and oral communication required.
- Strong organizational skills with high attention to detail.
- Ability to work with diverse ethnic and cultural organizations and individuals.
- Spanish speaker preferred but not required.

Physical Requirements

- This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 30 pounds), bending, reaching, sitting for prolonged periods of time.
- Ability to travel to other sites as needed.

How to Apply

Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.