



Job Title	Registry Services Coordinator
PVN ID	VA-2509-007015
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	
Status	Full Time
Annual Salary	\$53,500.00 - \$58,500.00
Hour(s) a Week	35
Closing Date	Nov 12, 2025 (Or Until Filled)

General Description

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.

The Aspire Registry is New York's early childhood workforce data system. It is part of New York Works for Children, the state's integrated early childhood professional development system. The Registry Services Coordinator provides key support to maintain the daily operations of the Aspire Registry.

The Aspire Registry is a web-based system that helps early childhood providers track and find professional development, education, and experience. The Registry Services Coordinator reports to the Director of the Aspire Registry and collaborates with a diverse team.

Other Duties

DUTIES AND RESPONSIBILITIES

- Respond to Registry member inquiries and resolve issues via email, chat, or phone, ensuring timely and effective support.
- Review and verify documents submitted by Registry members. Cross-reference information with the database and document management system to ensure accuracy and compliance with guidelines.
- Classify coursework from college transcripts; accurately assign information from training certificates

according to Registry standards.

- Assist with the development and implementation of special projects, emphasizing data accuracy and adherence to Registry policies.
- Enter, update, and verify member data with strong attention to accuracy and consistency.

Administrative Support

- Handle purchasing tasks for NY Works for Children, such as processing purchase orders, paying invoices, and managing travel, expenses, stipends, and other payments.
- Perform general office duties, including file organization and record maintenance. Provide clerical support to the team as required.
- Scan, categorize, and electronically file documents to ensure efficient document retrieval and record-keeping.
- Manage mail and handle member documents for uploading to the Registry.
- Support printing and mailing operations. Assist with preparing, assembling, and distributing printed materials.

Other

- Participate in staff meetings and training. Stay informed about policies, updates, and professional development opportunities.
- Other duties as assigned.

Qualifications

Minimum Qualifications

- Bachelor's degree in early childhood education, or related field, and 5+ years of relevant experience
- Excellent time management and organizational skills
- Strong data entry skills with accuracy, speed, and consistency
- Ability to work independently and collaboratively in a fast-paced and complex work environment
- Intermediate to advanced skills in Excel and Word (other Office programs a plus)
- Excellent written and oral interpersonal skills
- Strong customer service skills to assist Registry members effectively and professionally
- Ability to work with a diverse group of stakeholders, including Registry members, colleagues, and external partners

Preferred Qualifications

- Familiarity with workforce registries or higher education transcript
- Bi-lingual language a plus (Spanish, Mandarin, Cantonese, or Russian preferred)

Physical Requirements

- This position operates in a professional office environment located in Manhattan, NY, and is currently hybrid, working 70% in the office. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phones, photocopiers, filing cabinets and presentation equipment
- While performing these duties, the employee is required to perform physical activities such as, but not

limited to, lifting items (up to 20 pounds), bending, reaching, and sitting for prolonged periods of time. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies

How to Apply

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