

Records and Registration Specialist, SEAS Office of  
Academic Affairs  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=233530>

Downloaded On: May. 8, 2024 8:46pm

Posted Mar. 27, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Records and Registration Specialist, SEAS Office of Academic Affairs
<b>Department</b>	SEAS Office of Academic Affairs
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Mar. 27, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Admissions/Student Records/Registrar
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/49322">https://www.ubjobs.buffalo.edu/postings/49322</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Position Summary

The [School of Engineering and Applied Sciences \(SEAS\) Office of Academic Affairs](#) seeks to hire a **Records and Registration Specialist**. This position requires a self-motivated team player to provide valuable course scheduling and records management services to both graduate and undergraduate populations. The Specialist must understand the big picture while paying close attention to detail as they understand and enforce academic policies and curricula while maintaining course, student, and program data in the university's student information system (HUB). Strong technical skills, attention to detail, and adaptability are necessary as the Specialist will need to develop an understanding of the complexities and inter-connectedness of the student information system and related systems.

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As a **Records and Registration Specialist**, you will:

- Serve as the primary course scheduler for EAS and CDA courses
- Coordinate final exam and midterm schedules, manage conflicts, and request rooms
- Coordinate class scheduling across SEAS departments, including acting as a subject matter expert and providing guidance and best practices to other course schedulers in SEAS
- Schedule ad hoc rooms for SEAS faculty per request
- Coordinate Academic Advisement Report (AAR) exception processing in accordance with SEAS policies and approved curricula
- Support first-year block registration processes, including block scheduling in HUB
- Run requisite checking processes for EAS and CDA classes
- Regularly review enrollment predictions and advise SEAS departments appropriately
- Coordinate force registration for EAS and CDA courses and coordinate/advise on force and exception registration policies and best practices for all SEAS departments
- Review and process cross registration requests in compliance with UB and SUNY policies.
- Assist academic advisors with degree audit, including investigating discrepancies in student records (i.e., transfer articulations, repeat codes, etc.)
- Provide program honors and degree audit information to OOR
- Run batch processes and reports in HUB, Navigate, and other systems on a regular and ad hoc basis (orientation data, advising appointment data, service indicator reports, student photo uploads, etc.)
- Develop and run queries and reports as needed

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach

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others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### Minimum Qualifications

- Bachelors degree
- Demonstrated proficiency in Microsoft Office Suite including Word, Excel, Access, and Outlook.
- 1 year of experience working with large systems, i.e. enterprise resource planning (ERP), customer relations management (CRM), or other institutional databases and records management platforms.

### Contact Information

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

### Contact

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