

Registry Support Specialist

New York Early Childhood Professional Development Institute

Brooklyn, NY

Other

Full-time

Hybrid

\$42,000 - \$48,000 a year

Posted on May 3, 2022

Job 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 Support Specialist is responsible for providing key support to maintain daily operations of The Aspire Registry.

The Aspire 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 Support Specialist will report to The Aspire Registry Director and work in a collaborative environment with a diverse team of professionals.

Responsibilities

- Provide customer support to our Registry members through e-mail and phone.
- Review documentation from Registry members and verify information in the database and/or document management system
- Classify coursework from college transcripts and assign related information from training certificates
- Enter and verify data with attention to detail

Other Duties

- Other duties as assigned by the Aspire Registry Director or Registry Operations Manager. Attend staff meetings and trainings as required.

Qualifications

Minimum Qualifications

- Associateâ€™s degree in early childhood education or related field and 3-4 years of relevant experience

OR

- Bachelorâ€™s degree in early childhood education, or related field and 1-2 years of relevant experience
- Excellent time management and organizational skills.
- Strong data entry skills, with the ability to provide data accuracy, speed and consistency
- Ability to work independently and collaboratively in a fast-paced and complex work environment.
- Intermediate to advanced experience in Microsoft Office Suite (Excel and Word required, other programs a plus).
- Exhibits excellent interpersonal skills, both written and oral.
- Must possess customer service skills necessary to effectively and professionally assist Registry members.
- 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 analysis.
- Bi-lingual language skills (Spanish, Mandarin, Cantonese, or Russian preferred)

Physical Requirements

- This position operates in a professional office environment located in Brooklyn, 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.
- Ability to travel to other sites as needed.

As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.

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. The Research Foundation of the City University of New York is an Equal Opportunity/Affirmative Action/Americans with disabilities act/E-Verify employer.

- **Minimum Education Level:** Associate's Degree
- **Preferred Education Level:** Associate's Degree