

Registry Specialist

New York Early Childhood Professional Development Institute

Brooklyn, NY

Other

Posted on September 17, 2021

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 Specialist is responsible for providing key support in the implementation of PDI'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.

Responsibilities

Data Entry

- Review paper and electronic files for discrepancies and errors
- Enter data with attention to speed and accuracy

Basic Customer Service

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

Administrative Duties

- Execute weekly mailing jobs
- Assist with the preparation of meeting materials, taking minutes, and disseminating minutes in a timely fashion.
- Track and effectively process various requests through our form management tool

- Responsible for the distribution of materials, membership cards and promotional items to our membership

Other Duties

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

Qualifications

CORE COMPETENCIES/QUALIFICATIONS

- Associate's degree in Early Childhood Education or a relevant field of study
- Ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment.
- Must possess the ability to work within a team.
- Excellent time management and telephone skills.
- Strong knowledge of Microsoft Word and Excel required (knowledge of additional programs a plus).
- Strong computer skills required; candidates will be tested during the interview process.
- Ability to synthesize large amounts of information
- Strong written and oral communication skills required.
- Strong organizational skills.
- Ability to work with diverse ethnic and cultural organizations and individuals.
- Bilingual preferred but not required (Spanish, Mandarin, Cantonese, or Russian).

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. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.

Application Instructions

Please click on the link below to apply. Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.

Additional Information

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expressions, sexual orientation, national origin, genetic information, disability, 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.