

# Sotheby's INSTITUTE OF ART

## REGISTRAR (NYC)

### About Sotheby's Institute of Art

Founded in 1969 by Sotheby's auction house, the [Sotheby's Institute of Art](#) (SIA) is the first and foremost graduate school for the study of art and its markets. Located in one of the most vibrant art cities of the world, Sotheby's Institute of Art-New York (SIA-NY) has been an accredited member of the National Association of Schools of Art and Design (NASAD) since 1989 and holds degree-granting authority from the Regents of the State of New York. With campuses in New York, London, and Los Angeles, the Institute continues to offer innovative and progressive academic and professional training to prepare students for exciting careers in the art market. Today, the Institute's more than 6,000 alumni hold leadership positions worldwide in auction houses, galleries, art fairs, museums, and art organizations.

### Mission Statement

Celebrating 50 years of art business education, Sotheby's Institute of Art is the pioneer in the study of art and its markets. Our academically innovative and professionally focused curriculum enables students to acquire specialized knowledge of art's objects, histories, and markets to impact art and related industries. The Institute is committed to fostering future generations of art business leaders and cultural stewards.

### Position Purpose

The Registrar is a critical staff member of SIA-NY who provides oversight of academic records and accreditation documentation. The Registrar provides essential higher education functions including registration, records management, grading, academic reviews, and course scheduling. The Registrar plays an essential role in the planning, assessment, and implementation of the institution's academic policies and procedures. The Registrar provides support for all programs including master's degrees, certificates, non-degree and online programs. They maintain the documentation and records required for accreditation and are instrumental in ensuring compliance with regulatory and accreditation requirements (IPEDS, NYSED, NASAD, Title IV, etc.).

### Essential Duties and Responsibilities

Specific duties and responsibilities include the following, but the individual will also be expected to perform all the duties necessary which are customarily performed by a person holding this position. Other duties may be assigned.

### Registrar

- Consistently review and refine the procedures of the Registrar's Office to ensure streamlined and efficient operations
- Management of student data and SIS support for all SIA-NY programs
- Provide guidance and feedback during the implementation process of a new Institute-wide SIS system

- Oversight of the development, implementation, and quality assurance of processes and strategies of the Registrar's office such as student registration, course scheduling, records management, degree audits
- Maintain accuracy of student records by tracking missing documents and any changes to academic status that may affect student aid eligibility
- Perform degree audits each semester
- Assist with the design and management of academic course scheduling including scheduling of space and times for classes
- Assure appropriate and timely compliance with reporting regulations and deadlines including maintenance of compliance with the rules and regulations of the Institution's authorizing and accrediting bodies (NYSED, NASAD, etc.) and other regulatory agencies
- Gather data, compile information, and prepare reports for both internal management and external reporting, including preparation of monthly reports for senior staff regarding student enrollments
- Utilize CAMS and other third-party systems in fulfillment of job responsibilities
- Serve on committees and work closely with academic staff and faculty to resolve problems, communicate and record results of procedures relative to academic standards and policies
- Respond to student inquiries in a timely manner
- Respond to external inquiries such as employment verifications, enrollment verifications and transcript requests

#### **Global Admissions**

- Work closely with colleagues in London and New York to provide up-to-date program information, and information on procedures relating to SIA admissions policies
- Work collaboratively with Admissions staff to ensure comprehensive and consistent service to applicants and students
- Provide a student-centric environment prioritizing the focus on customer service for prospects, applicants, admitted and deposited students
- Attend Admissions events as needed, to provide information, and answer questions for students and parents

#### **Financial Aid Officer**

- Counsel students, parents and the general public on processes and procedures
- Work with the Finance Department to certify financial aid, loans and other documents to lending institutions
- Meet with representatives from DOE annually regarding compliance regulations

#### **Knowledge and Abilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill and ability required. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Meticulous attention to detail and accuracy. Ability to understand the importance of discretion regarding student data and communication with students. Excellent communication skills, both verbal and written, strong interpersonal skills
- Proven track record of discretion regarding student data and communication
- Excellent communication skills, both verbal and written, strong interpersonal skills
- Strong organizational and self-motivation skills
- Strong computer skills particularly in the use of student information management systems

- Willingness and ability to manage multiple tasks and to adapt to changing assignments and multiple priorities
- Ability to make administrative and procedural decisions, use independent judgment and manage important information on sensitive, confidential issues
- Proficiency in SIS management; prior experience with CAMS Enterprise preferred
- Demonstrate professionalism and diplomacy in interpersonal relationships
- Support and embrace diversity and inclusiveness
- Ability to be present in the office
- Regular weekday (Monday-Friday) attendance/availability is required during core business hours
- Ability to work additional hours, if necessary
- Ability to pass a background check

#### **Education, Work Experience and/or Licensure**

- US Citizenship or Permanent Residence Status required
- BA required, MA preferred, in education administration or related-field
- A minimum of 5 years' experience in student records, registration and/or student services or affairs
- Demonstrated understanding of the application of technology to the management of student records and registration services
- Advanced software skills in MS Office Suite, CAMS (or Student Information Systems), and CANVAS (or learning management software)

#### **Language Skills**

- English fluency

**Sotheby's Institute of Art offers a competitive salary that is based on education and experience.**

#### **To Apply**

- Email your **resume** and a **cover letter** to: [opportunities@sothebysinstitute.com](mailto:opportunities@sothebysinstitute.com)
- In the subject line of your email enter: **"Registrar"**
- Only qualified candidates should apply

**NO RECRUITERS**

**Sotheby's Institute of Art is an Equal Opportunity Employer**