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# Example of Registration Coordinator Job Description

Our company is looking for a registration coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for registration coordinator

* Responsible for dedicated projects assigned by supervisor/manager
* Sustains heightened awareness of institutional related matters
* Completing, submitting and follow up on initial and amendment Form U4 filings/ license requests, window opening for FINRA exams, state insurance applications and appointments, fingerprints, RegEd data entry, disclosure documents, and other onboarding duties
* Completing and submitting ongoing Form U4 filings, such as address and name changes, reportable incidents, updates to state insurance regulators
* Completes ongoing review for appropriate registration and licensing of employees versus book of business
* Cover other Enrollment Services positions as needed
* Regular attendance and participation in meetings
* General office task knowledge and ability
* Runs registration and licensing reports that will assist management in monitoring, oversight, maintenance of current employee registration and licensing status, and required continuing education requirements
* Maintains compliance files – scanning, copying, load documents to image tab

## Qualifications for registration coordinator

* Trains and guides the Registration Operations team and their customers on the deployment of new system features the implementation of new processes or improvement of current ones
* Written Communication Skills –Ability to compose proposals, interoffice correspondence, and materials for students
* Assuming lead position for SEIE and CIE customer service functions by providing general office, clerical, and secretarial support for students, faculty, and staff of SEIE and CIE and performing administrative duties in support of the SEIE and CIE
* Supporting the daily customer service operations by providing excellent high quality customer service to all including faculty, staff and students
* Assuming responsibility for the registration and customer service operations for the SEIE and CIE, including resolving customer complaints or concerns through follow-up and developing creative, innovative, and timely solutions requiring in-depth knowledge of SEIE and all of its pertinent regulations, processes, and structures with particular emphasis on detailed processes related to student registration, records and business functions
* Screening high volume telephone calls and visitors, resolving complex issues and referring problems to appropriate staff members, communicating with on-campus and off-campus entities and maintains on-line information sources