Downloaded from <https://www.velvetjobs.com/job-descriptions/registration-coordinator>

# Example of Registration Coordinator Job Description

Our innovative and growing company is looking to fill the role of 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

* In collaboration with the Financial Business Specialist, overseeing the full range of activities in the processing of refunds
* Responsible for data entry and editing in METIS database catalog system
* Providing cross training of staff in enrollment/registration processes to keep work flow moving smoothly across the unit
* Responsible for the operation of Ed2Go and Cengage Learning on line courses
* Creating event group of classes for the SEIE online registration program, inputting of course and instructor information, and updating the registration program when classes have reached maximum capacity
* Assigning permission numbers to students by working with department chairs and instructors during the enrollment process
* Working with the EXCEL program coordinator preparing queries and data collection
* Completes statistical reports as requested
* Ensure the registration process is completed in a high quality, efficient and timely manner by gathering insurance verification, authorization and correct demographic information
* Assumes department supervision in the absence of the department Manager

## Qualifications for registration coordinator

* Responsible for achieving individual and department goals
* Shares the on call schedule with department Manager and is available during downtime to assist staff
* Any Fulltime Graduation or Postgraduation
* Responsible for filing, maintaining and updating required FINRA registration forms
* Responding to or providing guidance on FINRA, state insurance and other inquiries related to insurance licensing, registration and disclosure matters
* Administer internal and external registration and insurance licensing systems, including FINRA WebCRD, IARD, SIRCON and other internal corporate systems including SAP system