

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 6:36:18 PM
Official Title:	Student Records Assistant Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 2
Scheduled Hours	
Job Code:	453825
Job Family:	Admissions/Records

JOB SUMMARY

The Student Records Assistant coordinates work processes within the student records department regarding maintenance, dissemination, processing, and confidentiality of student records information.

NATURE OF WORK

The Student Records Assistant is responsible for processing student admissions applications as well as for maintaining all student files and records. Additional responsibilities include supervising and directing the work activities of student workers assigned to the unit. Job responsibilities contribute to the accuracy, reliability, and acceptability of processes, services, or functions of the area. Work is performed under limited supervision working from established policies and objectives. The Student Records Assistant exercises sound judgment in dealing with confidential information and maintains appropriate level of discretion. Problems faced in this position are varied and occasionally ill-defined, requiring analysis or investigation of precedents. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Answers queries regarding admissions and records guidelines and policies from students, parents, and the general public as appropriate.

Supervises student workers assigned to the unit.

Ensures confidentiality per established guideline and best practices.

Coordinates, organizes and schedules grading process which leads to the production of student grades.

Oversees graduation which includes but is not limited to coordinating petitions to graduate, managing the disbursement of these to staff and processing diploma orders.

Determines changes and corrections in the tuition files, assuring that changes comply with the institution's policies and guidelines.

Registers, add/drops, grades students with unusual circumstances including correcting student course and fee information and coordinating the processing of grade reviews.

Works closely with professional staff in problem solving of student refunds, student tuition and fees, and other student debts.

Works closely with college programs in making special adjustments to student records as needed.

Schedules and produces reports pertaining to the grading process.

Compiles, edits and orders graduation forms used institution-wide.

Responds to requests submitted to the student records unit via email and phone. Coordinates the office's schedule and makes scheduling decisions as it relates to other staff in the unit on an as needed basis.

Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Associate's degree, or vocational or technical school degree	Related field	X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
Minimum 6 months	Clerical or public contact work experience	X		