



Job Description

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|--------------------|-----------------------------|---------------|--------|
| Job Title: | Coordinator Student Records | Grade: | K |
| Department: | ESS | FLSA: | Exempt |

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Assist the Registrar with services to support the student enrollment process, prepare student records and enforce the college's policies and procedures for admissions.

Characteristic Duties and Responsibilities:

1. Coordinates and manages the Student Records Office and its employees
2. Oversees Institutional Records Management activities and ensures compliance with NCCS Record Retention and Disposition Schedule.
3. Acts as liaison to the National Student Clearinghouse for Degree Verify and enrollment verification issues.
4. Issues transcripts, grades and SSN changes.
5. Submits and maintains files in storage facility.
6. Verifies enrollment for all students to include loan deferments, insurance forms, and background checks.
7. Assists in locating archived files and/or transcripts through researching the microfiche, microfilm, and various reports.
8. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Associate Dean, Graduation and Records

Direction Given: Direct line supervision of assigned staff



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Minimum Requirements:

Bachelor's Degree from a regionally accredited institution and one year experience with operations in a registrar or student record office

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of Immigration & Naturalization Service Regulations
Knowledge of Family Educational & Rights & Privacy Act Regulations
Knowledge of State Residency policies
Ability to interpret complex policies and procedures
Demonstrated ability to maintain confidentiality
Excellent communication skills
Ability to prioritize, coordinate and manage; attention to details
Proficiency in computer and office software applications

Working Conditions:

Typical office environment