Sul Ross State University
Position Description

Official Title: Records Administrator  Salary Group: 10  Job Code: 4012

Summary
Function: Provides highly skilled administrative assistance to the Registrar.

Scope: Manages preparation of high priority and sensitive reports and data summaries; exercises independent judgement in a wide variety of routine and complex admissions, transcript, and reporting decisions.

Duties
Essential: Prepares and/or verifies for accuracy Board of Regents reports such as Curriculum Reports including Twelfth and Fourth Class Day Reports, entering freshmen report, small class report, teacher load report, and diversification reports; compiles complex reports which may include research, calculation, and composition such as various Coordinating Board (CBM) and Legislative Budget Board reports; provide individual faculty members and students with information on policies and procedures; may perform tasks requiring high level of skill in typing and transcription of material from dictation or draft; operates computer including mainframe and personal computer; adept at word processing, spreadsheet, and database management. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Other duties as assigned by the Registrar.

Supervision
Received: Broad instructions on policy and procedure.

Given: Supervises student and other classified employees.

Education
Required: High school graduate with some college or business school courses or equivalent.

Preferred: College degree.

Experience
Required: Four years related office experience or training.

Preferred: Four years related experience, with part at SRSU or other University.

Equipment/Skills
Required: Standard office machines. Typing 60 wpm; computer skills.

Working Conditions
Usual: Office conditions; standard hours; Position is Security Sensitive.

Special: Exempt from overtime provisions.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: June, 1998