

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 Associate Registrar and University Registrar.

Scope: Manages all activities related to student enrollment (initial registration and schedule changes); exercise independent judgment in a wide variety of routine and complex transcript, enrollment, and reporting decisions.

Duties

Essential:

1. Provide adequate communication and client services to individuals seeking assistance.
2. Assist with special events (after normal business hours) related to the registration and orientation of students and commencement exercises.
3. Provide support in the preparation of correspondence, timely filing of student records, and the research of former student records.
4. Assist in all activities associated with the registration of undergraduate and graduate students.
5. Display a clear understanding of the requirements of the Family Education Rights and Privacy Act

(FERPA) of 1974, as amended, regarding the privacy of student records and general information.

Maintain the confidentiality of all conversations, incidents, and information processed and maintained by the University. Be capable of explaining the basic elements of FERPA to the public, students, faculty, and staff.

6. Ensure the security of student records by safeguarding access to the student information system and all student files, both electronic and hard copy.

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

Specific Responsibilities:

1. Assist with the preparation and maintenance of the class schedule for each semester
2. Assist with the maintenance of the degree audit system, including the processing of exceptions to degree requirements, appropriate coding of courses, and updating the degree requirements annually.
3. Process requests for transcripts, enrolment and degree verifications.
4. Process requests for schedule changes.
5. Process student requests for change of information, including personal information and curriculum updates.
6. Prepare and maintain student educational records as required by the records retention schedule.
7. Serve as the coordinator of veterans' educational benefits for Rio Grande College campuses.
8. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.
9. Other duties as assigned by the University Registrar.

Supervision

Received: The Records Administrator reports directly to the University Registrar

Given: Supervises student employees.

Education

Required: High school with some college or business school courses or equivalent

Preferred: College degree.

Experience

Required: Four years related office experience or training.

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Equipment/Skills

Required: Standard office machines; strong computer skills.

Working Conditions

Usual: Standard office conditions and 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: October 2018