



Job Title: Academic Records Coordinator

CLASSIFICATION DESCRIPTION

Department: Academic Records

Pay Grade: 114

FLSA Status: Non-exempt

Remote Work Eligible: No

JOB SUMMARY

This position is responsible for coordinating and implementing registration and academic records services for the College. Duties include: providing information to students on academic requirements; approving admission of new students; ensuring compliance with organizational policies; and performing other records duties.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Evaluates students and/or applicants to determine program progress, program adherence, and/or other related issues; approves admission of new students; and maintains related student files.
- Counsels and advises students through the academic process; ensures compliance with organizational policy.
- Provides information to students, parents, school liaisons, and/or other applicable individuals regarding available services, programs, registration, processes, and/or other related areas,
- Performs a variety of administrative tasks in support of Department activities which may include: responding to emails and phone calls, reviewing transcripts for completeness and program eligibility; processing registrations, maintaining databases; and/or performs other related tasks.
- Responds to requests for information related to records, reports, and/or general information in assigned area of responsibility.
- May research accreditation status of institutions as well as utilizes the Statewide Course Numbering System (SCNS) to determine eligibility of coursework for approved non-regionally accredited institutions.
- May analyze graduation checklist each semester for accuracy and completion of degree requirements; prepare and check for accuracy of diplomas; update student record to ensure degrees awarded under reverse transfer process are appropriately reported to the

state; and coordinate with vendors and others on quotes needed for diploma, honor cords, seals, and diploma mailers.

- May assist with Commencement exercises.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree; five (5) years of related work experience in admissions and academic records; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Academic program requirements;
- Customer service principles;
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes;
- Diverse populations and cultures; and
- Computers and related software applications.

Skills in:

- Advising students on applicable policies and procedures;
- Providing customer service;
- Utilizing automated registration and admissions database systems;
- Maintaining student information;
- Revising and processing paperwork, forms, and/or other related items;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Convert information for transcripts of students using a different system to SPC's record system;
- Interpret SPC policies and procedures;
- Maintain confidentiality;
- Prioritize multiple work assignments;
- Maintain professional office demeanor;
- Interact with a wide variety of constituents;
- Complete assignments accurately with sensitivity to deadlines;
- Pay attention to details;
- Work independently; and
- Apply basic higher education registration and admissions principles, practices, and processes.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.	<u>X</u>	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	<u>X</u>
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.		Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.	<u>X</u>	Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	<u>X</u>
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights, weekends, and holidays.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed part of the time working in an environment where errors on this job can lead to significant physical or mental consequences for self or others.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.