



Job Title: Academic Records Specialist

CLASSIFICATION DESCRIPTION

Department: Admissions and Central Records

Pay Grade: 104

FLSA Status: Non-exempt

Remote Work Eligible: No

JOB SUMMARY

This position reviews College applications and/or transcripts, provides information to students and academic advisors regarding transcripts, and enters and updates academic data in a database. Duties may include: evaluating transcripts to determine course transferability or eligibility for graduation; reviewing applications; maintaining a library of articulation agreements; entering student data into a database; making residency and related tuition decisions; and filing and maintaining student academic records. This position may also update related information in SPC Catalogue and support supervisor as requested.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Processes and reviews external transcripts, student records, and degree audits, which includes: reviewing coursework; evaluating and correcting transcripts; and performing related duties.
- Reviews and routes transcripts from Perceptive Content (Imaging Software) to Brainware (Intelligent Capture for Transcripts) for verification and editing/processing.
- Interprets grades awarded on a variety of grading scales when analyzing transcripts for domestic and international transfer students; calculates and converts external credits awarded on the quarter hour credit system to align with SPC's semester calendar; evaluates and analyzes Military Joint Services transcripts (JST) for training, testing and ACE recommendations to determine equivalencies for college credit for SPC programs; and translates and validates external transcript data such as institution and student name, terms dates, course descriptions, grades and credits awarded through Brainware.
- Provides assistance with a variety of enrollment services, which includes: preparing correspondence for prospective students; reviewing applications; and entering and updating course information.
- Prepares a variety of reports, schedules, forms, and/or other information related to assigned area of responsibility.

- Updates and maintains course equivalencies in College Sources Transfer Evaluation System (TES) that is utilized College-wide by potential and current students, administrators and staff.
- Post credits for all high school and industry specific articulation agreements.
- Responds to prospective and current students, administrators and staff inquiries regarding the transferability of external coursework.
- Researches 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.
- Tests and verifies functionality of Peoplesoft Campus Solutions when system upgrades are scheduled or new functionality implemented; participates in testing of other software utilized by the Transcript Evaluation Team.
- Assists with developing business processes and documentation when new services are offered.
- May make Florida residency determinations for the purpose of tuition assessment; ensures students are assessed the appropriate rate of tuition as per law and regulations; researches and determines residency appeals for reclassification; and performs the recalculation of tuition based on the determination of a student's residency status.
- May manage the processing of dual enrollment students transitioning to full undergraduate status including determining and verifying citizenship, residency, and their chosen degree program.
- Responds to requests for information related to records, reports, and/or general information in assigned area of responsibility.
- Maintains a library of agreements and related documents.
- Enters a variety of data and information into applicable spreadsheets, databases, and/or other related sources; processes corrections to data and information.
- May serve as Department representative at various campus and College-wide events.
- 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.
- Assists with Commencement exercises.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Associate degree; one (1) year of related experience working with 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:

- Customer service principles;
- College program offerings;
- Admission requirements in area of assignment;
- Registration and admissions databases;
- Basic higher education registration and admissions principles, practices, and processes;
- Modern office procedures;
- Basic filing principles;
- Records maintenance principles;

- Microsoft Office365 (Excel, PowerPoint, Word, Outlook, TEAMS), Zoom, internet, Oracle Peoplesoft – Campus Solutions, Perceptive Content and Brainware as related to job duties; and
- Computers and related software applications.

Skills in:

- Providing customer service;
- Utilizing automated registration and admissions database systems;
- Maintaining student information;
- Using math for various job functions;
- 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;
- 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.