

Job Title: OPS Academic Records Specialist

Compensation: \$17.36 - \$17.36

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 4

Position Summary:

Incumbents review applications and/or transcripts, provide information to students and academic advisors regarding transcripts, and enter and update academic data in a database. Responsibilities 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; and filing and maintaining student academic records.

Requirements:

Education:

Associate's degree.

Experience:

One year experience working with academic records.

**An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- 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;
- Computers and related software applications.

Skills:

- Providing customer service;
- Utilizing automated registration and admissions database systems;
- Applying basic higher education registration and admissions principles, practices, and processes;
- Maintaining student information;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Responsibilities:

(These duties are a representative sample; position assignments may vary.)

**Potential
Frequency**

1. Processes and reviews external transcripts, student records, and degree audits, which includes: reviewing coursework; evaluating and correcting transcripts; and performing related duties.

Daily
30%

| (These duties are a representative sample; position assignments may vary.) | | Potential Frequency |
|--|---|---------------------|
| 2. | Provides assistance with a variety of enrollment services which includes preparing correspondence for prospective students, reviewing applications, and entering and updating course information. | Daily 30% |
| 3. | Prepares a variety of reports, schedules, forms, and/or other information related to assigned area of responsibility. Maintains a library of agreements and related documents. | Daily 15% |
| 4. | Responds to requests for information related to records, reports, and/or general information in assigned area of responsibility. | Daily 10% |
| 5. | Inputs a variety of data and information into applicable spreadsheets, databases, and/or other related sources; processes corrections to data and information. | Daily 15% |
| 6. | Performs other duties of a similar nature or level. | As Required |

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