

Job Title: OPS Academic Records Supervisor

Compensation: \$20.10 - \$20.10

FLSA Status: Non-exempt

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

Pay Grade: OPS Career Level 7

Position Summary:

Incumbents supervise the lower level Academic Records staff and coordinate office procedures. Responsibilities may include implementing policies and procedures; preparing and reviewing reports; resolving issues regarding the evaluation of transcripts; providing training and direction for lower level staff; and performing the duties of the lower level.

Requirements:

Education:

Associate's degree.

Experience:

Three years work experience in higher education.

**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:

- Supervisory principles;
- College program offerings;
- Customer service principles;
- 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:

- Prioritizing and assigning work;
- Monitoring and evaluating staff;
- Providing customer service;
- Utilizing automated registration and admissions database systems;
- Applying basic higher education registration and admissions principles, practices, and processes;
- Monitoring and managing registration and admission 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.	Supervises staff to include: prioritizing and assigning work; ensuring staff are trained; ensuring that employees follow policies and procedures; and maintaining a healthy and safe working environment.	Daily 15%
2.	Monitors the registration and enrollment processes which may include resolving complex transcript issues, reviewing graduation requirements, reviewing applications, and/or performing related duties.	Daily 50%
3.	Coordinates and provides a variety of academic records services which includes registering students, monitoring graduation requirements, recommending courses to fulfill graduation requirements, and performing related activities.	Daily 15%
4.	Prepares, reviews, and/or processes a variety of correspondence, reports, information, paperwork, invoices, forms, and/or other related information in assigned area of responsibility. Coordinates and monitors student database maintenance.	Daily 20%
5.	Performs other duties of a similar nature or level.	As Required

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