Student Records Assistant

Job Code 50014982

General Description
Responsible for coordinating projects and assisting with the supervisory tasks performed by the Supervisor of Student Records.

Example of Duties
Assist with grade changes and transcript comments.
Hire, train, schedule and supervise student employees.
Oversee and assist the filing and tracking system.
Research holds placed on student records.
Request retention approval forms for appropriate files.
Prepare statements of standing.
Prepare refund lists for Accounting Office.
Oversee the production of all money received for transcripts.
Serve as a backup for supervisor.
Perform other duties as assigned.

Knowledge, Skill and Abilities
Knowledge of: basic mathematical procedures to enable the accurate counting of money and calculation of GPA’s.

Skill in: making appropriate project assignments; identifying how and when to recalculate GPA on transcripts; guiding and training staff and students to perform job efficiently.

Ability to: comprehend and comply with UPPS, University Staff Handbook, Office Staff handbook and FERPA; prioritize own workload and readjust as needed; handle student problems and issues; maintain and track records accurately and efficiently.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements