

Edison State Community College invites qualified candidates to apply for the full-time position of Student Records Specialist. The Student Records Specialist provides technical, programmatic, and process support to the Registrar's Office in the areas of transfer credit evaluations, and the development, documentation, and implementation of practices to ensure data integrity and security. Secondly, this position provides support assigning advisors and major declarations for all students, posting non-course and credit-by-exam credits to student records, and providing support for degree audit updating. The Student Records Specialist codes, enters, and maintains data in the Colleague administrative system; uses query language to prepare statistical and ad-hoc reports as required, assists with records maintenance, transmissions of data to the National Student Clearinghouse (NSC), provides informational and support services to the college community via telephone, email, and in-person contacts; helps maintain security of all student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended.

To be considered, candidates should include cover letter, resume, transcripts, and three professional references when completing their online application.

Edison State Community College is an EOE/AA Employer.

Examples of Duties

- Schedule and run routine office production such as but not limited to transfer credit, information reporting, and distribution of advisor reports.
- Assist with beginning-of-term, end-of-term, and graduation maintenance programs in Colleague.
- Assist with change of major/advisor assignments for all student requests.
- Enter information into the student module such as new student data and manipulate student data as required.
 - Identify the key elements used in CMS communication and how they interrelate and with various departments, creating the electronic means for inter-connective communications.
 - Examine and re-engineer operations and procedures as needed to provide synonymous electronic linkages and communications
- Assist with transcript requests and other student information updates.
- Process incoming college transcripts and prepare them for evaluation which includes verifying authenticity.
- Evaluate and post in-coming transfer credit to student records, coordinating with faculty and deans in the academic divisions as necessary to ensure course equivalency.
- Post non-course and credit-by-exam credits to student records
- Implement computer-related policies and procedures, make recommendations to the Registrar on same, and maintain written documentation
- Assist the Registrar's Office with electronic records retirement and retention.
- Assist the Registrar's Office with the computer training of staff members.
- Process outgoing requests for transcripts.
- Process letters of verification.

- Process address, phone, email and name changes in the student information system.
- Process grade changes for instructors.
- Process in school deferment requests.
- Delete duplicate records from the student information system.
- Process Change of Major and assign advisors
- Work closely with the Colleague system administrators in the Information Technology Services (ITS) office.
- Provide support to faculty and other internal customers in areas of positional responsibilities
- Work evenings and weekends as required.
- Other duties as assigned.

Qualifications

Required Knowledge, Skills, and Personal Qualifications:

Knowledge of current practices related to Records and Registration, Student Services, and Admissions. Proven ability to continually adapt technology to enhance services. Knowledge of state, federal, and institutional policies and procedures related to enrollment services. Demonstrated ability in programming in and extracting information from the Ellucian Colleague System. This person must have the ability to react to staff requests in a timely and courteous manner. The successful candidate must be organized, flexible, a self-starter, and be willing to work as a team member within a values-based environment.

Required Experience:

A minimum of two years relevant experience with progressive growth in responsibilities within a Student Affairs Office. Experience with Ellucian Colleague system essential.

Required Educational Background:

Associate's degree required. Additional formal training in Ellucian Colleague favored.

Supplemental Information

Supervisory Responsibilities:

Assists in overseeing the technical development and training for student-workers in the Registration and Records area.