

FORT SCOTT COMMUNITY COLLEGE
Position Description AD08

NAME: _____ JOB TITLE: Records Analyst

DIVISION/DEPARTMENT: Student Services Office

RESPONSIBLE TO: Registrar

MONTHS PER YEAR: 12 HOURS PER WEEK: 40 UPDATE: 2-18

CREDENTIALS:

Associate's Degree required or equivalent work experience
Background and experience in data processing or related job experience
Ability to perform clerical work of routine difficulty with minimal supervision
Ability to maintain a high degree of confidentiality
Well developed communication skills
Ability to make effective decisions when necessary
Proficient in the use of English, spelling, math, office practices and procedures
Ability to establish and maintain effective working relationships with employees, students, and public

JOB PURPOSE:

Provide support service/assistance to the Registrar's Office, help enter/maintain student records, and assist with the receptionist duties of the Student Services office.

DUTIES AND RESPONSIBILITIES:

1. Ensure timely and accurate entry of enrollment information:
 - A. Enter student admission and enrollment information as required
 - B. Enter/update student demographic information as required
 - C. Process add/drop and withdrawal information
 - D. Assist with keeping filing updated regularly for the Student Services office
 - E. Process data edit checks to ensure data validity
 - F. Monitor and correct admissions applications as needed
2. Assist with the preparation of Federal, State, and institutional reporting as needed
3. Process rosters
4. Process transcript requests, transcript tracking, and transcript accounting
5. Assist the Registrar with graduation ceremonies
6. Assist faculty and staff with Campus Connect
7. Assist students with Blackboard access (i.e. login and password issues)
8. Evaluate transfer equivalencies
9. Update forms as needed
10. Respond to fellow employees, students, and the public for requests related to the office of Student Services
11. Assist with training efforts related to the Office of Student Services
12. Perform duties with careful attention to detail
13. Other duties as assigned

Reviewed by Supervisor: _____

Signature

_____ Date

All job descriptions are subject to revision based on changing needs of the college.