Student Records Specialist

Position Details

Position Information

Position Title	Student Records Specialist
Position Number	000536 000540
Advertising to fill which Banner Position Number?	000540
Recruitment Type	Existing Position
Additional Supervisors/Screening Chair(s)	Darcie Capo
Reports to	000530
Does this position supervise non-student employees?	No
Supervises: (If yes, list position #s being supervised)	
Position Summary	The Student Records Specialist is responsible for complying with FERPA requirements regarding student information confidentiality when interacting with students and parents. The position is responsible for auditing students' records to ensure accurate academic records are maintained in appropriate databases.
Essential Job Functions of Position	• Create, update, and maintain accurate student records in the appropriate software programs.

• Enter biographical and/or academic data applying appropriate codes, data standards, and state/federal requirements.
• Enroll students, make changes, update academic history, and produce transcripts.
• Review coding of records to verify accuracy.
• Examine each record course by course to ensure credits are transferred appropriately, duplications avoided, disallowed credit not awarded, and GPA is accurate.
• Responsible for adhering to strict timelines when entering student records into appropriate software programs, to be used for financial aid determinations and/or student advising.
• Review posted grades for accuracy, missing information, and if grades were "rolled" correctly.
• Work with faculty and staff to resolve issues to ensure the accuracy of transcripts and student records.
• Conduct necessary research to determine and initiate appropriate resolutions to problems or discrepancies as identified.
• Responsible for processing incoming applications and transcripts
• Evaluate documents, code for imaging, and document receiving information in software programs. Rout to staff to post.
• Be prepared to answer inquiries about applications or transcripts received and work posted to students' records.
• Assist other staff with the end of term procedures.
• Resolve issues before final grades are due and contact faculty who have not submitted grades by the deadline.
• Run lists of transcript requests waiting for final grades and/or degrees.
• Determine and enter academic standings into software programs.
• Assist with mailings. (letters for probation/suspended students, inactivate learner records, etc.)
• Assist students and faculty with registration procedures, issues with academic records, or questions regarding the receipt of documents.
• Distribute and index documents into the imaging program.
• Provide support to the Concurrent Enrollment Program (CEP) by tracking enrollment and

class registration.
• Work with faculty/staff to ensure proper placement of students in courses and obtain necessary approvals.
•Cross-train with other staff as directed to ensure continued coverage in all areas.
•Perform additional job-related duties as assigned or as appropriate.

Non-Essential Job Functions of Position	
Education and Experience	• High school diploma, GED, or equivalent. • Two years' of experience providing administrative support. • One year of data entry experience. Preferred: An associate's degree. One year of work experience in a university Registrar's, Admissions, Financial Aid office, or student records system.
Knowledge, Skills & Abilities	• Ability to communicate effectively and make complex decisions following established policies and procedures. • Proven ability to interact tactfully with customers to resolve issues. Capable of multitasking and performing varied and detailed functions effectively with attention to detail and accuracy. Preferred: Understanding of college programs and degrees. Experience using a student information system such as Banner, PeopleSoft, or Jenzabar. Demonstrated Experience using degree audit and/or transfer credit software such as Degree Works and TES, and experience producing diplomas using vendor-supplied or other in-house processes. Ability to speak and understand Spanish.
Licenses, Certifications & Registrations	
Additional Requirements (e.g. Physical Demands)	
Campus Security Authority	No
Special Instructions to Applicant	The interview process may require completing skills assessments to determine proficiency in the software and skills needed to perform the essential functions of the position. If additional testing is required, the information will be provided to candidates selected for interviews.
Advertised Pay	$13.50 per hour
Work Schedule	Regular Business Hours
Benefits	• After completing one year of service in a benefits-eligible position, the University will contribute an amount equal to 10% of base pay into an employee's defined contribution plan with TIAA. • After one year of continuous employment, eligible employees may officially enroll in University courses for credit or audit without having to pay applicable tuition and fees. Law School Courses excluded. • For an overview of the excellent benefits package, Washburn provides employees visit Washburn benefits.
Full-time/Part-time	Full Time
Average Hours per Week	40
Months per Year	12
FLSA	Non-Exempt
FTE	1
EEO Statement	Washburn is dedicated to providing a student-centered and teaching focused academic environment and a curriculum that engages the diversity of human experience across the globe. We seek candidates who are committed to Washburn's efforts to create a climate that fosters the growth and development of a diverse student body, and we encourage applications from members of groups that have been historically underrepresented in higher education. Application materials should clearly articulate how the candidate will contribute to the University's commitment to diversity and inclusion through their teaching, research, and/or service.

Effective Date	04/10/2020
Chart of Accounts	W (Washburn)
Employee Class Code	CF - Hourly Full Time

Posting Detail Information

Posting Number	S0343P
Background Check Required?	Yes
Driving History Checked?	N/A
Drug Screen Required?	N/A
Internal/External Posting	External
Anticipated Start Date	02/28/2022
Position End Date (if temporary)	
Posting Open Date	02/21/2022
For earliest consideration apply by	03/07/2022
Posting Close Date	
Open Until Filled?	Yes
Quick Link for Direct Access to Posting	https://washburn.peopleadmin.com/postings/4345
Pass Message	Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to proceed with the interview process, you will be contacted. Please login to the online homepage to view the status of your application.
Fail Message	Thank you for your interest in this position. Based on your response to the questions on the employment application, you do not meet the minimum qualification for this position. Should you wish to apply for another position, please review the employment opportunities available. To receive email notification(s) about future employment opportunities please complete an online interest card.

Advertising
Advertising costs will be coordinated through HR.

Advertising Sources	Handshake , Indeed , KACRAO
Other Advertising Sources	
Outreach Plan	Posted to Handshake, sent to KACRAO

Budget Information

Budget