

SOUTH GEORGIA COLLEGE
Job Description

Working Title: **Records Coordinator**
Job Classification:
FLSA Exemption:
Department: **Registrar's Office**

Purpose:

The Records Coordinator will aid the Registrar in a variety of duties within the departments of the Registrar.

Nature of Work:

Essential Functions

- Maintenance of permanent student academic records is a chief responsibility of this position.
- Supervises archiving of records through microfilm and imaging.
- Provide enrollment verifications to students.
- Assist with transcripts, transcript validation, and registration.
- Responsible for Returning Student application and communication.
- Help Registrar with end of term and beginning of term reporting.
- Assists in all graduation tasks including certifying students for graduation and other commencement responsibilities.
- VA-ONCE Electronic Certifier.
- Maintains department budget records.
- Updates information into the records system.
- Assists in pre-registration, drop/add, declaration of pass/fail and audit, course substitutions and maintenance of all registration.
- Assists with Admission Committee registration restrictions, LS and CPC registration problems.
- Helps Registrar Monitor hours concerning LS, CPC and Regents Testing.
- Maintaining Policy and Procedures Manuel.
- Provide direct assistance to the Registrar as needed.
- Performs other job-related duties as assigned by the supervisor.
- Reports to work as scheduled by immediate supervisor

Required/Desired Knowledge, Abilities and Skills:

- Ability to establish and maintain effective working relationships with students, parents, staff, faculty, and others.
- Ability to learn quickly and work efficiently.
- Ability to operate effectively within a complicated computerized student information system (Banner).
- Flexibility to cross-train and work in different offices as needed.
- Excellent customer service skills.
- Knowledge of Family Educational & Rights & Privacy Act Regulations
- Demonstrated ability to maintain confidentiality
- Ability to prioritize, coordinate and manage; attention to details

▪ **Required/Desired Education, Experience and Necessary Qualifications:**

- Associate degree required or Bachelor degree preferred.
- One to two years work experience within an office environment; or any equivalent combination of training and experience.
- Experience with computerized records is required
- Experience working in a college setting preferred.

Supervision:

The Records Coordinator reports to the Director of Admissions, Records, and Research.