



Job Specification

Job Title: Records Coordinator I
BCAT Code: 510X DN
Pay Grade: G06

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Works with student records system to provide documents required by academic units of the University, and coordinates specific changes to student records based upon changes in student status.

Examples of Duties

- Updates and maintains student records financial records, health records, etc., ensuring accuracy and completeness.
- Compiles data from files and records and prepares reports.
- Responsibility for microfilming student records, financial records, health records, etc., for storage purposes.
- Provides policy and procedural information to staff, faculty and students.
- Assists with developing policies concerning access of confidential records.
- Examines files to answer inquiries and to provide information to authorized persons.
- Assists public by providing information by telephone, mail or in person.
- Maintains files and filing systems, insuring accurate and timely processing of various types of student correspondence and forms.
- Enters graduate application information into database and assists with mailing of graduate packets.
- Sends appropriate information to requesting organizations with regard to access to student educational records as directed by the student.
- May supervise lower level secretarial or clerical staff.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of office policies and procedures.
- Knowledge of campus practices, policies and procedures.
- Knowledge of basic computer operation and software.
- Effective organizational skills.
- Effective interpersonal and public relations skills.
- Ability to communicate effectively in writing and orally.

Minimum GSU Hiring Standards

High school diploma or GED and one-year office or clerical experience, including experience with a large filing system.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.