



Job Specification

Job Title: Records Coordinator, Senior
BCAT Code: 510X DR
Pay Grade: G09

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

General Description

Provides administrative support to a department, college, or unit. Coordinates the receipts of pertinent documents related to the completion of admission applications and/or financial aid. Serves as the initial screener of the accuracy and completeness of all admissions documentation.

Examples of Duties

- Updates and maintains applicant records and monitors files to ensure accuracy and completeness.
- Verifies information maintained in the record-keeping system.
- Provides technical support for on-line applications and downloading.
- Provides data entry for admissions application and updates to application files and student records.
- Provides departmental policy and procedure information to applicants, students, staff and faculty.
- Makes policy recommendations concerning access to confidential student records.
- Responds to general admissions office inquiries via phone or in person.
- Assists students with problems regarding admissions requirements and enrollment.
- Assists department members with special projects and on-campus recruitment events.
- Prepares materials and assembles information and correspondence for departmental mass mailings.
- Coordinates the collection of admission-related data for various reports.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of computer applications and database management.
- Ability to accurately convey detailed information.
- Ability to communicate effectively verbally and in writing.
- Ability to work under stress situations.
- Ability to work independently, and perform assignments through oral and written instructions, and/or specific policies and procedures.
- Ability to utilize windows-based computer applications and databases.

Minimum GSU Hiring Standards

High school diploma or GED and two years administrative 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.