STUDENT RECORDS SPECIALIST
Office of the Registrar

POSITION SUMMARY

Upholding strict data entry standards, the Student Record Specialist is primarily responsible for entering changes to the student record into the student information system (SIS), Banner. A qualified candidate must be self-motivated and possess strong organizational skills as several key responsibilities often overlap throughout the academic year. This position also supports front office operations by responding to questions from students, staff, faculty, and administrators regarding the services provided by the Office of the Registrar and provides detailed information to the campus community regarding the academic policies and procedures of Occidental College. Responsible for working closely with faculty, students, and staff to ensure accurate maintenance of student academic records.

This position is represented for purposes of collective bargaining by SEIU.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

- Answer questions regarding college academic policies, degree requirements, registration, and office forms.
- Track, and code students who withdraw from, take a leave from, do not return to, or return to the college after an absence and communicate this information to appropriate campus offices. Coordinate the correspondence with these students and update National Student Clearinghouse as needed.
- Update student records based on decisions announced by the Student Progress Committee (SPC).
- Work with staff in the International Programs Office (IPO) to manage course records and grades earned by students participating in off-campus programs.
- Enter approved transfer credit and associated degree requirement attributes to student records.
- Create and add to a student’s course schedule independent study course sections approved by the Academic Planning Committee (APC).
- Coordinate with the staff of the Hameetman Career Center (HCC) to create internship course sections and process student enrollments into those sections accordingly.
- Assist with audits, including Core, major, and minor requirements to ensure student progress toward the Bachelor of Arts degree. Update any attributes approved through course substitutions or transfer work not otherwise recorded.
- Oversee the daily imaging and indexing and of forms and paperwork required to be added to a student file.
- Communicate with instructor and the associate dean regarding any grade changes given at an irregular time; notify the student and instructor of the change.
- Coordinate receipt, notification, and completion of special grades, including grades of incomplete (INC) and courses in progress (CIP).
- Process approved schedule adjustment and late drop forms submitted by students.
- Process and communicate student forms for credit/no credit grading or auditing of a course.
- Supervise office student workers.
QUALIFICATIONS

- College degree or combination education and experience required.
- Must have strong word processing and data entry skills.
- Knowledge of Banner, OnBase, and Microsoft Office software helpful.
- Must be accurate and detail oriented.
- Must possess excellent communication, clerical, and customer service skills.
- Requires high organizational skills and ability to multitask.
- Ability to maintain confidentiality of work-related information and materials.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.