

GORDON COLLEGE
Position Description

Title: Student Records Assistant part-time 20 hours per week

Function: Under the guidance of the Dean of Academic Services and Registrar, coordinates the preparation and maintenance of student records; ensures integrity and accuracy of current and historical student data; provides general technical support for records and registration activities; and provides a variety of evaluative services as a member of a team to support and assist the Registrar's Office to meet departmental objectives.

Description of Responsibilities and Tasks:

1. Receives, processes and tracks requests for official college transcripts. Adds each transcript request to transcript database and enters status updates as processed.
 - a. Maintains clear and orderly flow of work-in-progress to assist other staff in responding to inquiries in transcript assistant's absence.
 - b. Processes transcript requests, including official seal and signature, running electronic transcripts from the computer or copying older paper records.
 - c. Prepares transcripts for mailing and maintains records of transcripts sent.
 - d. Responds to inquiries and requests for assistance with transcripts in a courteous and helpful manner.
 - e. Maintains confidentiality of records and ensures compliance with federal Family Education Rights and Privacy Act.
2. Process enrollment verifications
3. Process student program changes
4. Process new student advisor assignments
5. Process registrations
6. Assist walk-in and phone inquiries
7. Other duties as needed.

Required Knowledge, Skills and Abilities:

To fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished with or without reasonable accommodation, using some combination of skills and abilities.

1. Must possess the ability to work accurately, to create and maintain records with exactness and be meticulous in handling details.

2. Ability to accurately, clearly and diplomatically relay information verbally and in writing to students, faculty and staff, administration and to parents as appropriate.
3. Job requires sitting for long periods of time as well as independent mobility to quickly and easily access machines and other campus offices.

Position Code: REG-STUREC

Grade: 3

FLSA Status: Non-exempt

Hiring Range : \$20-24/hr

In our Christ-centered [living and learning community at Gordon College](#), faculty and staff affirm the [College's Statement of Faith](#) as an expression of their own theological convictions, and agree to work within Gordon's community standards in order to model these commitments for our students' formation. Gordon College faculty and staff support the College's commitment to the [Shalom Statement](#), which includes our desire to treat all individuals as equal image-bearers of God through justice, equity, diversity, and inclusion.