



**DATE ISSUED:** 04/10

**FLSA:** Exempt

**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Manager, Student Records

### ***JOB SUMMARY***

Managerial position assisting in leading the processes for student admissions and records. Performs highly responsible work coordinating and supervising the operations of the student records processing and evaluation functions of the Office of Student Records. Utilizes the University student system, an imaging system, and the Texas Common Application database and other related databases and systems to maintain a high quality record management system. Duties include maintaining records in the student database, coordinating correspondence to applicants and counseling students. Evaluates and provides leadership in matters pertaining to data and analysis. This position may lead and/or participate in complex projects that span many departments. This position functions as a liaison between campus-wide components and requires proven customer service skills. Flexibility and demonstrated competence to assess priorities and manage a wide variety of activities in a time-sensitive environment is crucial. Work is performed under general supervision and performance is based on the effective operation of the function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Director of Student Records

*Supervises:* Coordinator, Student Records, Student Records Representative, Student Records Associate, and Temporary Employees

### ***PRIMARY DUTIES - May include, but not limited to the following:***

Works with the Director of Student Records to ensure deadlines are met.

Maintains knowledge of existing and new policies, practices and procedures related to admissions processing.

Works with the Director of Student Records to ensure policies and procedures regarding admitting students to the University are adhered to.

Maintains knowledge of existing and new policies, practices and procedures related to NCAA transfer credit processing while adhering to Southern Association of Colleges and Schools (SACS) and NCAA rules and regulations.

Counsels students on admissions requirements and interpretation of transcripts.

Provides training on data entry/automated data processing procedures.

Maintains computer records of students scores on state mandated test and standardized tests.

Ensures accuracy of computations and calculations in determining GPA eligibility.

Reviews exceptional admissions cases.

Provides assistance as needed on course equivalences and university/college articulation issues.

Provides vision and systematic approach to processing of students in accordance with the mission of the University.

Develops good practices in records management according to established guidelines and policies.

Follows established guidelines to determine transfer credit from U.S. and/or foreign institutions of higher education.

Compiles and validates data for university and state reporting.

Budget responsibilities including management and adherence to departmental budget including accurate forecasting of needs and making budget recommendations.

Serves on policy making committees.

Participates in enrollment operations to contribute to the timely, efficient and effective processing of student enrollments.

Demonstrates understanding of undergraduate and graduate academic enrollment requirements.

Participates in student recruitment and orientation programs to promote and enhance the public image of the University.

Works with the Director of Student Records to establish job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ADDITIONAL DUTIES***

Performs other duties as requested.

### ***EDUCATION***

Bachelor's degree required. Job-related experience may substitute for the education on a year-for-year basis.

### ***EXPERIENCE***

Minimum of five years of job-related experience, preferably in counseling students in academic and scholastic matters. Demonstrate knowledge, competence and significant experience in higher education admissions or enrollment management. Supervisory experience and/or

training also desirable. Computer literacy, knowledge of student information systems software packages and databases is essential.

## **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

## **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Knowledgeable in supporting functionality of student information system in order to support school operations to generate federal, state, and local reports.

Ability to serve on policy making admissions committee.

Ability to plan, direct and evaluate, using manpower, time, funds and other resources for the accomplishment of long-term and short-term goals of the institution.

Ability to represent the University in official functions.

Ability to apply budgetary and fiscal planning techniques within financial constraints.

Ability to work on own initiative, exercising sound judgment and working with a high degree of accuracy.

Ability to exercise independent judgment in correcting data errors or omissions.

Ability to formulate and articulate policies, procedures, expectations and practices.

Strong analytical, problem solving, time management and organizational skills.

Must possess a clear operational understanding of higher education culture and excellent planning skills.

Ability to provide exemplary leadership.

A demonstrated ability to lead and manage an academic environment and to communicate clearly, effectively and collegially.

General knowledge of computers, computer commands and various operating systems.

Ability to work with a high degree of accuracy.

Knowledge of data management, policies and procedures.

Ability to use technology effectively and appropriately.

Ability to use a personal computer and other office equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. Specific vision abilities required by this job include close vision, distance

vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May be required to lift or move 25 pounds.

### **WORK ENVIRONMENT**

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

### **SAFETY**

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

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***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***