



**DATE ISSUED:** 04/09  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Student Records Associate

### **JOB SUMMARY**

Performs routine and moderately difficult duties associated with student applications processing. Reviews and evaluates files of applicants and/or maintains prospective student database and communications. Work is performed within established policies and procedures under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director, Student Records

*Supervises:* May supervise Student Assistants

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

Sorts, files, codes, stocks, posts, logs, or classifies correspondence, data, ledger entries, or informational materials.

Inputs, classifies, maintains, and/or assists in the processing of computerized data for prospective students and applicant files.

Reviews and evaluates files of applicants, determine and interpret transcripts.

Performs detailed calculations and classification of transferable credit courses.

Figures accurate grade point averages and performs mathematical computations on a daily basis.

Performs transcript searches.

Indexes electronic document images.

Retrieves, evaluates, and records test scores.

Counsels students on admission requirements and interpretation of transcripts.

Corresponds with students, faculty and departments relative to student application status.

Answers questions concerning transfer courses and admissions procedures.

Confers with faculty regarding course equivalencies.

May be required to work a flexible schedule to support enrollment and admissions activities.

### ***ADDITIONAL DUTIES***

May assist with recruitment, orientation, registration, and commencement programs as needed. Performs other duties as requested.

### ***EDUCATION***

High school diploma required. Bachelor's degree preferred.

### ***EXPERIENCE***

Two years of general office experience required, preferably in an admissions or registrar's office setting.

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

Working knowledge of office practices and methods.

Ability to perform mathematical calculations and/or verify information accurately

Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to possess good problem solving skills.

Ability to establish and maintain effective work relationships with students, faculty, staff and the public.

Ability to work in an automated workflow system.

Ability to communicate effectively orally, by phone, in person and in writing.

Ability to represent the department and University in a friendly, courteous and professional manner.

Ability to utilize critical attention to detail.

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.

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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. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye. May be required to sit and/or stand for long periods of time.

### **WORK ENVIRONMENT**

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

### **SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*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.***

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

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