



DATE ISSUED: 11/05
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Student Records Representative

JOB SUMMARY

Performs routine clerical work, which includes the maintenance of documentation and record keeping. Responsibilities entail a variety of clerical tasks such as basic bookkeeping, coding, filing, and verifying. Creates, maintains and organizes files and student records using an imaging system and University student system software. Must exhibit excellent customer service skills; be detail-oriented; possess the ability to handle multiple tasks; ability to work independently and as a team is preferred. Work is performed according to established routines under close supervision. Performance is checked through periodic audits. 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: No supervisory responsibilities

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

Provides custody and maintenance of documentation for functional area.
Posts to journals, ledgers, or other records from supporting data.
Performs information and document searches.
Answers questions concerning admissions procedures via phone, e-mail or fax.
Retrieves, evaluates, and records test scores.
Verifies information for accuracy and completeness.
Accesses and inputs data using a personal computer.
May be required to work a flexible schedule to support enrollment and admissions activities.

ADDITIONAL DUTIES

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

EDUCATION

High school diploma required, some college preferred.

EXPERIENCE

Minimum of one year experience in an office setting is required. Records management experience in higher education or similar setting is preferred. Working knowledge of imaging systems, databases, records retention schedules is highly preferred.

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

Working knowledge of office practices and methods.

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

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 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. 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.

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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.