

Administrative Specialist - Student Records

Purpose Statement

The job of Administrative Specialist - Student Records is done for the purpose/s of providing complex and confidential administrative support to the school-site principal and other administrators; conveying information regarding school functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities.

This job reports to Principal

Essential Functions

- Compiles data from a wide variety of sources (e.g. student information, course schedules, transcript issues, resident status, calendars, etc.) for the purpose of preparing reports, making recommendations; and preparing information for assigned administrator.
- Coordinates with teachers, college and university personnel, resource specialists and community for the purpose of providing/receiving requested information and/or making recommendations.
- Evaluates transcripts of incoming students for the purpose of transferring grades and semester credit hours into the student information system.
- Informs appropriate personnel of possible student course deficiencies for the purpose of assisting in addressing student course requirements.
- Maintains a variety of manual and electronic documents, files, records, and equipment (e.g. grades, transcripts, student information, office machines, etc.) for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Participates in a variety of meetings, workshops, and/or training seminars for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs enrollment and withdrawal activities for the purpose of complying with established requirements.
- Prepares standardized documents and reports for the purpose of communicating information to other parties and agencies.
- Presents information (e.g. department/program policies, student discipline, student records submission procedures, etc.) for the purpose of orienting new personnel and disseminating information to existing personnel.
- Provides a variety of support for student processes (e.g. student registration, student withdraw, student orientation, emergency contact records for students, support to parents, etc.) for the purpose of ensuring effective communication for students and families.
- Represents assigned Administrator in their absence for the purpose of conveying and gathering information required for their functions.
- Researches discrepancies in student records for the purpose of verifying graduation status and ensuring the accuracy of information.
- Researches program eligibility requirements (e.g. financial aid, college eligibility, etc.) for the purpose of providing up-to-date, accurate counsel to students.

- Responds to questions from a variety of internal and external sources (e.g. staff, other educational institutions, the public, parents and/or students, etc.) for the purpose of providing information and direction.
- Supports administrative personnel for the purpose of providing assistance with their functions and responsibilities.
- Verifies student related data (e.g. grades, residency and other student information, etc.) for the purpose of ensuring the accuracy of the student records.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; interacting positively with parents and students; and performing necessary student record processes.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; basic bookkeeping principles; business telephone etiquette; common office machines; and Albany County student registration procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant interruptions; and problem solving.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

6/25/2018

Salary Grade

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