

Records Specialist
Embry-Riddle Aeronautical University

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Posted Apr. 15, 2019, set to expire Aug. 15, 2019

Job Title Records Specialist

Department

Institution Embry-Riddle Aeronautical University
Daytona Beach, Florida

Date Posted Apr. 15, 2019

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Classified Staff

Academic Field(s) Admissions/Student Records/Registrar

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Job Description

Embry-Riddle Aeronautical University is recruiting for a Records Specialist in the Office of the Registrar at the Daytona Beach campus. The Records Specialist reports to the Records Specialist Supervisor and performs a variety of student academic support activities. This position provides excellent customer service to students, is detailed orientated to process record changes accurately, and communicates effectively with students, parents, faculty and staff. The Records Specialist utilizes the student information system to process forms and make updates to student academic records, and responds to student requests for enrollment verifications and transcripts.

Responsibilities include the following:

Maintain understanding of the current student information system in order to accurately retrieve and update student academic records and process major/minor program changes. Audit student records to identify discrepancies and collaborate with supervisor to achieve resolution.

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Process student requests: Process verification of student enrollment requests from various agencies. Review student's academic records to ensure accuracy, generate official ERAU transcripts for active and inactive students and mail to student.

Apply flight grades and post all flight certificates/ratings awarded by the FAA to the student's academic record.

Respond to emails and instant messenger to assist with student course registration, and processes advance registration and course add/drops each semester.

Interpret and understand Academic Rules & Regulations in order to provide academic support to students and academic departments and resolve day-to-day issues related to student records and registration.

Process scenarios to update student records and document outcomes for system testing and integration strategies for PeopleSoft Student Administration.

Maintain confidentiality of student records in compliance with the Family Education Rights and Privacy Act (FERPA) and takes measures to protect official records from unauthorized release, accidental damage, or destruction.

Ability to use and interpret information from University Imaging System.

Perform other duties for the department as needed.

Qualifications

Required Qualifications:

High school diploma or GED.

Analytical skills with an in depth knowledge of information systems and technical expertise with Microsoft operating systems, including Access, Excel, PowerPoint, Word, Outlook/email, and Internet end-user applications.

General knowledge of accepted practices at other institutions. Detailed knowledge of ERAU academic policies, procedures, standards and curricula must be developed.

Ability to relate to students, faculty, and staff in a helpful and professional manner.

Effective oral and written communication skills.

Ability and knowledge necessary to conduct detailed analysis of academic records.

Ability to meet constant deadlines and changing priorities.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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Contact

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