

Student Records Coordinator - Student Services, School
of Arts and Sciences
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=168116>

Downloaded On: Jan. 21, 2022 5:51pm

Posted Sep. 27, 2021, set to expire Feb. 7, 2022

Job Title Student Records Coordinator - Student Services, School of Arts
and Sciences

Department

Institution Tufts University

Medford/Somerville, Massachusetts

Date Posted Sep. 27, 2021

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Student Services

Admissions/Student Records/Registrar

Job Website <https://tufts.taleo.net/careersection/ext/jobdetail.ftl?job=21001827>

Apply By Email

Job Description

Student Records Coordinator - Student Services, School of Arts and Sciences - (21001827)

Description

Student Services and the Registrar's Office provides service to students, faculty, staff and parents in areas of financial aid, bursar functions and records for arts, sciences and engineering students to include graduate and undergraduate populations. Student Services collaborates with faculty, staff and outside agencies to provide accurate and timely information regarding both academic and financial aspects of student records.

This position is intended to provide service to students, faculty, staff and parents and to the current students and alumni of Tufts University, who depend on an historical financial and academic record by



Student Records Coordinator - Student Services, School
of Arts and Sciences
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=168116>

Downloaded On: Jan. 21, 2022 5:51pm

Posted Sep. 27, 2021, set to expire Feb. 7, 2022

performing accurate entry into the Student Information System of all academic and billing records elements, to include but not limited to: grade changes, biographic/demographic updates, test scores, honors, transfer of credit, leave of absence processing, degree certification. Provide service support for billing and financial aid information and transactions as they relate to the student record. In addition, this position provides information via telephone and electronic transmission to its stakeholders.

Qualifications

Basic Requirements:

Knowledge and experience as typically acquired by:

2+ years of related experience in a higher education environment.

Ability to use all aspects of Microsoft Office.

Excellent organizational skills.

Ability to use good judgment and discretion in handling sensitive issues.

Demonstrated ability to multi-task and not be hindered by frequent interruptions.

Accuracy and attention to detail to respond and interact with diverse populations.

Acknowledge errors in a timely and professional manner.

A Bachelor's degree OR a High School diploma and equivalent experience in higher education or a related field

Preferred Qualifications:

Skilled experience with Student Information System, preferably Peoplesoft; ability to learn aspects of PowerFacts that will assist in timely response.

Must become familiar with University operational calendar and information flow regarding: student records, biographical data and University policies and procedures.

Ability to understand and articulate University policies regarding Academic and Financial recordkeeping.

Actively participate in department goal of cross training.

Excel in orienting new employees to the department.

An employee in this position must complete all appropriate background checks at the time of hire, promotion, or transfer.



Student Records Coordinator - Student Services, School
of Arts and Sciences
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=168116>

Downloaded On: Jan. 21, 2022 5:51pm

Posted Sep. 27, 2021, set to expire Feb. 7, 2022

Equal Opportunity Employer – minority/females/veterans/disability/sexual orientation/gender identity.

Contact Information

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

Contact