

Records Management and Documentation Specialist,  
Registrar  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=233783>

Downloaded On: Jun. 30, 2024 12:29pm

Posted Apr. 1, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Records Management and Documentation Specialist, Registrar
<b>Department</b>	Registrar
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Apr. 1, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Admissions/Student Records/Registrar
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/49402">https://www.ubjobs.buffalo.edu/postings/49402</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The University at Buffalo [Office of the Registrar](#) seeks to hire a **Records Management and Documentation Specialist** who is organized, detail oriented, has strong technical skills and interests, and is excited about applying those skills in the higher education environment. The individual should be adept at learning and implementing new documentation strategies and records management practices. This position will conduct National Student Clearinghouse reporting and coordinate management of physical and digital office documents to ensure compliance with University, SUNY and AACRAO policies.

This position will work also with members of the office Student Solutions Team to provide personalized,



Records Management and Documentation Specialist,  
Registrar  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=233783>

Downloaded On: Jun. 30, 2024 12:29pm

Posted Apr. 1, 2024, set to expire Aug. 4, 2024

concierge-style student service primarily via phone, email, and live chat. This position reports to the Associate Registrar for Student Systems, and Key Duties and Responsibilities include:

- Submit timely enrollment and degree reports to the National Student Clearinghouse, including regular report submission, resolving error reports and responding as needed to audits.
- Conduct the office's records management process for digital and physical records including annual purge of student files, duplicate person resolution processes, and reporting from legacy records while ensuring compliance with University, SUNY and AACRAO policies.
- Work with office staff on maintenance of job documentation including the establishment of and transition to a documentation repository, provide training as requested.
- Contribute to student success and retention by providing personalized, concierge-style student service via phone, email and chat and participation in the office communications team.
- Utilize the student information system (Peoplesoft Campus Solutions) to perform needed transactional updates to student records.
- Perform testing related to system upgrades.

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

### **About the Department**

The Office of the Registrar serves as the home for student academic records and related services. We preserve the integrity of the academic record and student data while providing high quality, student-centered service. We collaborate with others across the University to support the attainment of related university goals. We are a smart, innovative team of nearly 30 which seeks to regularly improve the student and faculty services that we provide. Our office is a supportive and collaborative environment where we value and respect one another, and our culture fosters enjoyment of and pride in our work. There are many opportunities for professional development and connection with colleagues. Our open office is the spacious former home of an undergraduate library, and our building shares a footprint with a food court and convenience store, as well as outdoor spaces and walking paths.

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research,

Records Management and Documentation Specialist,  
Registrar  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=233783>

Downloaded On: Jun. 30, 2024 12:29pm

Posted Apr. 1, 2024, set to expire Aug. 4, 2024

creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### Minimum Qualifications

- Bachelor's degree.
- 1 year of higher education, records management or related experience.
- Strong interpersonal and organizational skills, high attentiveness to detail and technology competence. Ability to prioritize work and meet deadlines.
- Ability to work in a diverse environment exhibiting understanding, appreciation and respect for all individuals.
- Strong working knowledge of MS Office applications including Word, Excel, Power Point.

### Preferred Qualifications

- More than 1-year professional experience in higher education setting with a focus on student service, student record management or enrollment reporting.
- Experience with PeopleSoft Campus Solutions, National Student Clearinghouse enrollment reporting, or Perceptive Content document management system.

### Contact Information

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

### Contact



Records Management and Documentation Specialist,  
Registrar  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=233783>

Downloaded On: Jun. 30, 2024 12:29pm

Posted Apr. 1, 2024, set to expire Aug. 4, 2024