

## Student Records Coordinator - School of Dental Medicine Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=243485>

Downloaded On: Nov. 23, 2024 6:25am

Posted Aug. 21, 2024, set to expire Jan. 3, 2025

<b>Job Title</b>	Student Records Coordinator - School of Dental Medicine
<b>Department</b>	Division of Student Services
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Aug. 21, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Student Services Admissions/Student Records/Registrar
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20845?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20845?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

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The Division of Student Services within the School of Dental Medicine is comprised of the Admissions Office, Student Affairs Office and Enrollment Services. The division is responsible for providing student-related services to approximately 1100 students enrolled in pre-doctoral and postdoctoral education programs at TUSDM. Enrollment Services includes both Financial Aid and the Registrar's Offices. Enrollment Services in the Registrar's Office administers the university-based information system, maintains students' physical and electronic records, provides accurate enrollment counts, verifies enrollment certifying attendance and graduation dates, provides licensure and career-based information, maintains and issues transcripts requested by internal and external parties, manages enrollment and enrollment reporting using the National Student Loan Clearinghouse, student and course registration and certification for Veterans benefits using the VA Once system. Student affairs hosts the Office of Community Standards, which adjudicates student conduct cases for the D.M.D. student population. Under the Director of Community Standards, the OCS meets with students, interviews witnesses, schedules hearings, and tracks sanction completion.

### What You'll Do

The Student Records Coordinator for the Tufts University School of Dental Medicine coordinates and maintains student academic records which include entering course registrations and grades, degree tracking, enrollment verification, graduation certification, FERPA compliance, and production of transcripts and diplomas. The Student Records Coordinator in this position provides assistance and guidance to faculty, staff and students to use PeopleSoft Student Information System (SIS).

- Helps schedule, track, and document student complaints and sanctions for the Office of Community Standards.
- Works under the supervision of the Registrar and Director of Community Standards, and in a collaborative manner with other areas within the Dental School and Tufts University. These offices include the Admissions, Financial Aid, Academic Affairs, Advanced Graduate Education, International Affairs and the Health Science Bursar's Office.
- Ensures the integrity and confidentiality of academic records.

### What We're Looking For

#### Basic Requirements:

1. Knowledge and skills as typically acquired by 2 or more years of higher education and 1 – 3 years of higher education experience in student information systems, academic affairs, and/or student affairs.
2. The candidate must have general knowledge of student registration procedures, computerized student information systems, and must demonstrate excellent analytical, managerial, oral and written communication, and interpersonal skills
3. Database Management, Excel, Word, and Student Information Systems
4. Ability to lift up to 20 lbs. with or without accommodation
5. Possess solid analytical and problem solving skills, outstanding communication and organizational skills, effective public speaking and presentation skills, ability to work effectively with diverse populations; administrators, faculty, staff, and students.
6. Ability to develop, plan and implement short and long range goals

#### Preferred Qualifications:

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- Bachelor's Degree is preferred
- Direct registrar, academic affairs, or student affairs experience in graduate or professional school setting is preferred and will be considered in lieu of experience in other student services areas
- Applicants experienced with PeopleSoft, application of FERPA policies and procedures and other relevant federal and state policies and requirements
- Excellent judgment, and ability to problem-solve
- The job requires the ability to foster a cooperative work environment to formulate policy, develop and implement new strategies and procedures, maintain confidentiality of records and information, and to train co-workers and students by providing clear instructions
- Enthusiastic and motivated and have the ability to work with multiple constituencies – dental and graduate students, faculty, and staff on multiple campuses and at affiliated institutions.

### **Special Work Schedule Requirements:**

Candidate must be able to occasionally work additional hours outside the normal workday and to help with a few student affairs sponsored events usually held evenings or on a Saturday.

### **Pay Range**

Minimum \$24.30, Midpoint \$28.90, Maximum \$33.50

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

### **Contact Information**

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

### **Contact**