Records Data Processor
Lee College

Job Title	Records Data Processor
Department	
Institution	Lee College
	Baytown, Texas
Date Posted	Dec. 18, 2024
Application Deadline	12/30/2024
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Admissions/Student Records/Registrar
	Administrative Support/Services
Apply Online Here	https://apptrkr.com/5877513
Apply By Email	
Job Description	

Image not found or type unknown

Records Data Processor

Salary:
Job Type: Full-Time
Job Number: FY2300513
Location: Main Campus - Baytown, TX
Division: Provost/Academic & Student Affairs

Records Data Processor
Lee College

Position Overview

Starting Salary Range is $36,358-$40,914. The initial salary offer is commensurate with education and related work experience.

Carry out the various services provided by the office to include: admission application entry, residency determinations, external transcript intake and evaluation, release of transcripts, enrollment adjustments, state report documentation (including production of class rolls), degree audit preparation, graduation preparation, enrollment verifications, record imaging/archiving, credential posting (degrees and certificates), and application downloads from the ApplyTexas system. In addition, some processors will be assigned clerical duties such as supply ordering.

Essential Duties & Responsibilities

- Perform data entry into a relational database.
- Apply state and college residency rules to make residency determinations.
- Determine needs of diverse customers (in person, on phone, and via email).
- Demonstrate knowledge of FERPA (privacy law) restrictions when fulfilling requests.
- Maintain multiple filing systems, including processing hard documents into images.
- Assigned at least one (1) of the following special tasks: evaluation of transfer credit, review of enrollment data for state reporting, degree audit and graduation services, or enrollment verification.

Additional Duties & Responsibilities

- Provide admissions services at various campus and off-campus events.
- Work at all registration events and commencement ceremony/reception.
- Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- High School Diploma or equivalent (G.E.D.)
- One (1) year of previous clerical and/or record keeping experience
- Proficiency with computer software
- Requires regular night and occasional weekend assignments
- Requires regular staffing of the front counter to the Admissions Office

Records Data Processor
Lee College

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit https://www.schooljobs.com/careers/lee/jobs/4763213/records-data-processor

jeid-6651b8fc19d5a1459ebd193ae329d9bb

Contact Information

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

Contact

N/A
Lee College
,