

**Student Records Coordinator
Tufts University**

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Downloaded On: Aug. 6, 2025 5:48am

Posted Jun. 2, 2025, set to expire Dec. 31, 2025

Job Title	Student Records Coordinator
Department	School of Arts and Sciences
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 2, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Admissions/Student Records/Registrar
Job Website	https://jobs.tufts.edu/jobs/21937?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Under the leadership of the Associate Dean for Student Administrative Services and Systems, the Registrar's Office is responsible for secure maintenance of student academic records and compliance with FERPA and other federal and state regulations related to these records for the undergraduate and graduate students in the Schools of Arts, Sciences, and Engineering and for non-matriculated students through University College. The Registrar's Office is supported by the curriculum and space management staff, records management staff and Student Services. Student Services is the first point of contact bridging academic and administrative functions and services at Tufts. Student Services provides a wide range of support, including guidance on how to pay tuition, apply for financial aid, obtain a transcript, and register for classes. Student Services leverages their service center structure in support of other student-facing departments' service needs when appropriate. Student Services collaborates with students, families, faculty, staff, and outside agencies to provide accurate and timely information and support of the completion of university transactions, as they relate to their areas of

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expertise.

What You'll Do

The Student Records Coordinator assists the Registrar and the Registrar's officers in all aspects of the regulation and enforcement of academic policy, the management of academic and student-related data, and the overall delivery of essential Registrar's office services. The Coordinator will handle the below duties, among others:

- Serve as the main source of data support for office-related responsibilities
- Work alongside the Student Services Representatives as the first point of contact for Student Services to provide excellent customer service to students, faculty, staff, alumni, and parents in the areas of records, financial aid, billing, residential life, and other administrative functions associated with the student lifecycle.
- Maintain accurate and secure official academic records; answer specific questions regarding records; ensure records are accurate and complete; and investigate and resolve questions or discrepancies
- Certify completion of degree requirements, communicating with students, advisors, and deans as required.
- Utilize university systems and websites to streamline, support, and enhance communications.

What We're Looking For

Basic Requirements:

- High School Diploma/GED is required
- Ability to use all aspects of Microsoft Office and Zoom
- Ability to learn aspects of the Student Information Systems, Powerfaids and Transact systems 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
- Excellent organizational, communication, and time management 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

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Preferred Qualifications:

- Bachelor's degree or equivalent experience in higher education or a related field

Special Work Schedule Requirements:

This is a hybrid role expected to be on campus at least 2 days each week. May require extended hours during high volume times during the academic year.

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

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