

## Records and Documents Specialist Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=257913>

Downloaded On: Aug. 21, 2025 6:30am

Posted Jun. 4, 2025, set to expire May 10, 2026

<b>Job Title</b>	Records and Documents Specialist
<b>Department</b>	Office of Student Records
<b>Institution</b>	Alcorn State University Lorman, Mississippi
<b>Date Posted</b>	Jun. 4, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Admissions/Student Records/Registrar
<b>Job Website</b>	<a href="https://jobopps.alcorn.edu/postings/7638">https://jobopps.alcorn.edu/postings/7638</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

Primarily responsible for document corrections, document imaging, data collections and data entry.

### Knowledge Skills and Abilities

The Records and Documents Specialist must have experience in a customer service friendly environment and excellent computer skills consistent with knowledge of an integrated student information system. This position entails working closely with students, faculty and staff on a daily basis. He/she must be proficient in use of Microsoft Office, Windows, email and internet.

### Essential Job Functions

- Scan and index documents

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- Input and retrieve student information
- Perform general office responsibilities to include processing various requests (transcripts, change of major, change of address, verification of enrollment, registration access pins and course overrides)
- Interact daily with customers
- Answer busy phone lines
- Assist administrators during registration periods
- Excellent communication and customer service skills
- Other duties as assigned

### **Qualifications**

A Bachelor's degree and previous experience in professional office setting are preferred.

### **Contact Information**

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

### **Contact**

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