

Records and Documents Specialist Alcorn State University

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

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

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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