

**Records Data Processor
Lee College**

Direct Link: <https://www.AcademicKeys.com/r?job=267877>

Downloaded On: Nov. 5, 2025 7:02pm

Posted Nov. 5, 2025, set to expire Nov. 17, 2025

Job Title Records Data Processor

Department

Institution Lee College
Baytown, Texas

Date Posted Nov. 5, 2025

Application Deadline 11/17/2025

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Admissions/Student Records/Registrar

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Job Description

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Records Data Processor

Salary: \$40,747.20 - \$42,825

Job Type: Full-Time

Job Number: FY2300633

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

Position Overview

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Starting Salary Range is \$40,747.20 - \$42,825. 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

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

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information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/5130995/records-data-processor>

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Contact Information

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

Contact

N/A

Lee College

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