

## Job Description

Title: Records and Registration Specialist	Salary Band: B22
CBA Position: KCSS	Band Range: Refer to KCSS Agreement
Department: Admissions	FY18 Budget: \$47,258
Reporting Manager: Director Enrollment Services	Account Number:
Direct Reports: None	ICCB Class:
FLSA: Non-Exempt	KC Status (Class): Support Staff
Expected Hours of Work: 40	POSD:

### Job Summary:

Provide clerical and administrative support related to student admissions and records maintenance functions. Work with staff to coordinate registration and graduation processing.

**Supervisory Responsibilities:** None

### Minimum Qualifications/Basic Job Requirements:

- Associate's degree
- 1-3 years of experience working in an office setting

### Illustrative Examples of Essential Functions:

- Assist students, staff, and/or faculty in problem solving in a manner that is sensitive to issues related to the functions of the Student Services Office.
- Responsible for testing, set up, release, and implementation of the functions including waitlist process, releasing terms, petitions, registration, and attendance verifications.
- Module team leader for Registration/Records module. Approve and maintain security levels for all employees with access to the Registration/Records module in the Ellucian system.
- Advise management of and coordinates activities of Admissions student employees.
- Approve and process student chargebacks and cooperative agreements for students attending other colleges.
- Responsible for updates to a student record to include Athletic Residency, deceasing of records, grade changes and verifying end of term grades.
- Process enrollment and graduation information to the National Student Clearinghouse as required. This requires submission of data and adjustments as corrections are requested.
- Support the Student Services Office by assisting at the One-Stop with the answering of phones, entering a quick application, scheduling academic advising/counseling appointments, and placement testing.
- Advise management of and coordinates activities of student employees.
- Collaborate and work in partnership with the Division of Student Services and Academic Affairs to provide excellent customer service related to the functions of the Student Services Office.
- Actively participate on departmental and college committees.
- Participate in professional development opportunities as necessary.

- Help with activities related to Student Services such as College Night, Graduation, and others as assigned by the Director of Enrollment Services.
- Provide additional departmental support as assigned by the Director of Enrollment Services.

**(Core Competencies) Knowledge, Skills, and Abilities:**

- Possess strong organizational skills
- Demonstrate clear and effective written and verbal communication skills
- Provide strong and clear communication, customer service, and inter-personal skills
- Ability to work independently
- Respects the importance of strong confidentiality
- Able to cooperatively work with diverse groups of students and staff
- Understanding of basic administrative processes and procedures
- Understanding of Microsoft Office Productivity Suite
- Understanding of basic computer operations and office equipment
- Demonstrates efficient keyboard and data entry accuracy and speed

**Workload Summary:**

*(Special physical requirements necessary for performance of the job)*

- Work is normally performed in a general office setting
- Work is conducted in a busy office environment with frequent interruptions
- This position requires light physical activity and movement

**Disclaimer:**

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.