

## Job Description

Title: Records Analyst	Salary Band: B24
CBA Position: KCSS	Band Range: Refer to KCSS Agreement
Department:	FY18 Budget:
Student Services	Account Number:
Reporting Manager: Director Enrollment Services	ICCB Class:
Direct Reports: None	KC Status (Class): Support Staff
FLSA: Non-Exempt	POSD:
Expected Hours of Work: 40	

### Job Summary:

Evaluates and audits potential, current and past graduates and marks credentials on academic records. Coordinate diploma production and the graduation ceremony; determines athletic eligibility; acts as the international student advisor. Provide assistance to students and staff working with Student Services.

**Supervisory Responsibilities:** None

### Minimum Qualifications/Basic Job Requirements:

- Bachelor's degree
- 1-3 years' experience in higher education

### Essential Functions:

- Complete initial graduation audit; determine if applicant meets program requirements; advise students of missing requirements and documents; determines graduation catalog and semester.
- Prepares final graduation audits; determines if requirements have been satisfied for completed program; determine and process substitutions in consultation with academic deans; ensures that IAI courses are completed. Refer students to counselors and advisors when students may not be eligible for graduation.
- Review application information for international students including financial and visa information; prepare appropriate immigration documentation for international students; monitor international students' full-time status; ensure the College maintains compliance with federal law regarding international students.
- Coordinate graduation ceremonies and the graduation programs; organize and coordinate graduation ceremony staffing and event preparation.
- Train faculty advisors and students on the use of degree audit; adapts individual degree audits to accommodate situations outside the most common.
- Determine and submit athletic eligibility.
- Assist in processing non-traditional learning credits to include CLEP, AP, and proficiency credits.
- 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.

- 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 excellent organizational skills
- Ability to effectively manage multiple and competing priorities
- Demonstrate clear and effective written and verbal communication skills
- Provide strong and clear communication, customer service, and inter-personal skills
- Respects the importance of strong confidentiality
- Self-initiative and ability to work independently
- Able to cooperatively work with diverse groups of students and staff
- Understanding of general 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.