



## Clark Atlanta University Job Description

<b>Position Title:</b>	<b>Academic Records Coordinator</b>
<b>Employee:</b>	<b>Vacant</b>
<b>Department:</b>	<b>Office of the University Registrar</b>
<b>Reports To:</b>	<b>University Registrar</b>

### **General Function (Description):**

The Academic Records Coordinator is primarily responsible for assisting with ensuring the accurate review of all undergraduate applications for graduation. This will include corresponding with students about their graduation status, working with department chairs and deans to ensure that a timely and efficient review has been completed. Will assist in the planning and execution of graduation related events. The Academic Records Coordinator will work closely with the Associate Registrars. The Academic Records Coordinator will also assist with certification of Veteran Students and dependents.

### **Examples of Duties and Responsibilities:**

- Support the Mission of the Registrar's Office.
- Assist with planning and execution of graduation meetings.
- Communicate effectively to graduating students, information pertaining to the graduation ceremony, graduation events, and other vital graduation information.
- Provide assistance in the preparation of the Graduation program by reviewing the list of names of all candidates, and proofing any drafts as necessary.
- Assist with filing and archiving graduation files.
- Assist with finalizing all graduation clearance and awarding of degrees for undergraduates.
- Must be knowledgeable of the curriculum, and remain abreast of any changes to the curriculum at all times.
- Assist with enrollment verifications.
- Become and remain knowledgeable of the various records privacy and access laws and regulations governing the release of information, specifically the FERPA laws.
- Assist the Associate Registrar/Assistant Registrar and/or University Registrar with projects as assigned.
- Provide the best service possible to students, faculty and staff.

### **Knowledge, Skills and Abilities**

- Skill in interviewing and advising.
- Skill in public relations.
- Skill in both verbal and written communication.
- Experience working with faculty/staff/students from post-secondary institutions.
- Knowledge of program or project planning and implementation.
- Experience developing and evaluating policies and procedures.
- Strong written and oral communication skills.
- Conduct independent research
- Analyzing data and drawing conclusions
- Designing and conducting training programs
- Interpreting federal regulations
- Experience working in a financial aid or Registrar's office in a post-secondary institution preferred.
- Knowledge of BANNER software preferred.

### **Minimum Hiring Standards**

<i>Education/Years of Experience</i>	Bachelor's degree and/or any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
<b>Years of Management/Supervisor Experience</b>	NA

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Director/Unit Head

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Date

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Dean/ Chair

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Date

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Human Resources

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Date