

**RECORDS COORDINATOR**

**BASIC FUNCTION**: Reporting to the Registrar, provides administrative management in support of the Registrar's Office. Responsible for overseeing the daily operations of the Registrar's Office, including the maintenance and requests of academic records as well as the 25Live database, preparation and execution of transcript requests, creation of freshmen schedules, creation of semester course schedules and provide direction and support to multiple campus constituencies.

**QUALIFICATIONS**: Associate Degree and a minimum of two years of relevant office administrative experience or the equivalent combination of education and experience. Possess a sound understanding of organizational and governance structures, and general academic policies and regulations of higher education institutions. Demonstrated exceptionally strong organizational and interpersonal skills and have advanced computer skills in word processing, spreadsheets and database management.

**GENERAL RESPONSIBILITIES:**

* Supervises, performs and delegates various day-to-day departmental administrative functions. Participates in developing administrative objectives and strategies for achieving objectives. Participates in the resolution of operating problems.
* Works with the Registrar to develop and maintain appropriate administrative information systems and databases. Identifies and pursues ways to improve the efficiency and effectiveness of administrative procedures.
* Oversees daily usage of 25Live database; prepares and develops reports for administration. Participates in the collection, compilation, and analysis of information from various sources on topics related to assigned programs; participates in the preparation of reports that present and interpret data, identify alternatives, and make and justify recommendations.
* Provides supervision and schedules student workers.
* Assists with Commencement and graduation processes.
* Serves as point of contact for initial concerns with degree audits from both students and faculty/advisors.
* Responsible for the construction of each semester course schedule and the production of freshmen schedules.
* Responsible for the timely and accurate processing of all transcript, add/drop and withdrawal requests.
* Works closely with other department personnel with articulation agreement and catalog production.
* Serves as backup for 25Live (space management software).
* Assists with Commencement and graduation processes.
* Other duties as assigned.

**Please send letter of application, resume and contact information for three references to** [**hr@sbu.edu**](mailto:hr@sbu.edu)

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In light of its commitment to create and maintain a safe learning and working environment, employment with St. Bonaventure University requires successful completion of a background screening.