

TITLE	CLASSIFICATION	SALARY GRADE
COORDINATOR, STUDENT ACADEMIC RECORDS	CLASSIFIED	GRADE: O
BOARD POLICY REFERENCE:		2015/16 Classification Review

JOB DESCRIPTION:

Under direction, performs a variety of specialized attendance accounting, student academic record auditing and statistical functions requiring high levels of independent judgment and discretion; coordinates and maintains student academic records degree and certificate audit and evaluation systems; ensures that student records are accurately collected and posted in preparation for the College's apportionment reporting to the Chancellor's Office of California Community Colleges.

SCOPE:

The Coordinator, Student Academic Records is responsible for implementing and maintaining statistical and student academic record information in accordance with federal, state, and local laws and regulations; determines eligibility for lower division general education and certificate requirements; makes recommendations for office policies and procedures; serves as a lead worker to other classified staff within the department.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates and monitors the collection, processing and dissemination of faculty grade roster data related to attendance accounting and student grading procedures to ensure accurate data in compliance with California Education Code and attendance accounting guidelines.
2. Coordinates, implements and monitors electronic degree audit and transcript evaluation systems to make information easily accessible to students, counselors, evaluators and faculty.
3. Audits student records for academic progress and adjusts for petitions, faculty grade corrections and incomplete grade changes.
4. Coordinates and maintains attendance accounting and student academic records; oversees record retention procedures according to state regulations.
5. Serves as the liaison to determine the District's compliance with county, state and federal subpoenas for student records; compiles student data from all departments and submits documents to the requesting party.
6. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA) and Title 5 regulations as they pertain to a student's right to privacy and accuracy and retention of academic records.
7. Evaluates academic records received from other educational institutions to ensure District and state requirements are met for all students; researches and determines applicability of appropriate transfer courses; determines final eligibility for associate degrees and Career Technical Education certificates.
8. Creates and maintains reports, files, and statistical data related to evaluations, degrees, majors, and Career Technical Education certificates; determines final eligibility for Career Technical Education Certificates.
9. Maintains the integrity of the student records system by merging duplicate records.

KEY DUTIES AND RESPONSIBILITIES – Continued

10. Serves as the primary department contact for state auditors; gathers requested documentation and explains office policies and procedures.
11. Serves as a member of the College's Student Information System (SIS) and the California Community College's Management Information System (MIS) taskforces.
12. Serves as a lead worker to other classified staff in the area.
13. May supervise and train students and short-term, non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Perform complex admissions and records responsibilities; be proficient with standard office productivity software, including application of advanced spreadsheet functions; analyze and resolve situations accurately and adopt an effective course of action; analyze information and prepare accurate reports with minimal direction; maintain cooperative working relationships and provide effective customer service; communicate effectively in English, both verbally and in writing; demonstrate leadership and organizational skills; consistently perform under the pressure of deadlines and other administrative demands; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Regulations and policies of community college recordkeeping, attendance accounting and audit practices; procedures and methods used in evaluating transcripts and course content; District, state, and federal regulations, policies and procedures related to certificate and degree requirements; articulation agreements between CSU, UC and California Community College systems and other colleges and universities; including applicable sections of Title 5, Education Code and FERPA; standard office productivity software and specialized systems.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's degree; Bachelor's degree preferred.

Experience:

Increasingly responsible (2-4 years full-time equivalent) experience in a college or university admissions and records office preferably in the evaluations or transcripts area.