

**TITLE: Coordinator, Student Academic Records**

**CLASSIFICATION: Classified**

**SALARY GRADE: C11**

**SCOPE OF POSITION:**

Under general direction, coordinates the review and audit of all academic student records District-wide. Performs confidential, technical duties related to grade and academic standing. Maintains probation/dismissal status that accurately reflects student records in preparation for the college's apportionment reporting to the Chancellor's Office of California Community Colleges. Resolves petition requests from students requiring research into school policy. Evaluates certificates from initial application, gathers transfer credit work and course substitutions, and works closely with departments to award certificates.

**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 the review and audit of student records for academic probations and progress dismissals. Adjusts student records for petitions, faculty grade corrections, incomplete grade changes, SRJC repeats, and other college repetitions.
2. Coordinates student records services. Develops online forms and procedures. Serves as lead worker for other student records personnel.
3. Serves as a liaison to Information Technology department and third-party vendors on updating student records software. Provides support for student enrollment verifications from third-party vendors.
4. Coordinates and monitors the submission and accuracy of roster data related to attendance accounting and related guidelines, student grading procedures, and ensures compliance with California Education Code.
5. Prepares and presents procedures for new faculty trainings regarding grade rosters, certifying census rosters, and grade submission. Collaborates with academic Affairs to obtain grade rosters from faculty. Works with Academic Affairs administration to meet grade submission deadlines.
6. Adjudicates all petitions adhering to SRJC Board policy.
7. Evaluates career and technical certificate applications for completion, passing grades, and accuracy. Awards, prints, and mails certificates each semester.
8. Collaborates with Counseling department regarding student readmit with dismissal, academic progress dismissal status, records adjustments, petitions, and certificate requirements.
9. Coordinates and serves as liaison to determine District's compliance with local, state, and federal subpoenas for student records. Compiles student data from all departments and submits documents to the requesting party.
10. 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.

## **TITLE: Coordinator, Student Academic Records**

### **KNOWLEDGE OF:**

1. Regulations and policies of college recordkeeping, attendance accounting, and audit practices.
2. Policies, procedures and methods used in evaluating transcripts and course content, certificate and degree requirements.
3. Articulation agreements between California State University (CSU), University of California (UC) California Community College Systems, and other colleges and universities, including applicable sections of Title 5, Education Code and FERPA.
4. Relevant local, state, and federal rules and regulations, policies and procedures.
5. Applicable technology usage, including standard office productivity software and other appropriate technology.

### **ABILITY TO:**

1. Perform complex admissions and records responsibilities.
2. Analyze and resolve situations accurately and adopt an effective course of action.
3. Analyze information and prepare accurate reports with minimal direction.
4. Work within regulated administrative deadlines.
5. Maintain confidentiality.
6. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
7. Communicate effectively, both orally and in writing.
8. Exercise appropriate judgement in interactions with others and with work processes.
9. Interact with the public in a helpful, courteous, and professional manner.
10. Demonstrate sensitivity to, and respect for, a diverse population.

### **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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

### **EDUCATION:**

Bachelor's degree required.

### **EXPERIENCE:**

3+ years of experience in a college admissions and records office or related area required.

### **SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*