Job Title: Coordinator of Educational Records
Reports to: Associate Vice President, Student Services
FLSA Status: Exempt
Level: 212
Position Class:

Job Summary:
This position is responsible for supervising and implementing college-wide admissions, records and registration policies and procedures while complying with federal and state regulations and guidelines. Responsible for the integrity of student records programs and processes.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Supervises and coordinates the planning, implementation and processing of College-wide policies, procedures and systems used to implement student record keeping for registration and applications for admissions to credit courses and programs; Ensures that documentation required for admission to the College for all students is complete and accurate.

2. Supervises and coordinates the maintenance of all student records and implements, maintains and improves processes to enhance customer service for admissions, registration and student records.

3. Supervises and coordinates the decision process for all students regarding initial and reclassification status for Florida residency; performs periodic audits for residency to ensure proper compliance.

4. Oversees the record retention system for all educational records and ensures that educational records are properly retained within the document imaging system.

5. Serves as the College’s Primary Designated School Official (PDSO) for the Student Exchange Visitor Information System (SEVIS).
6. Issues I-20’s to international students upon completion of all required documentation; Ensures the College maintains compliance with all regulations concerning admitting students on legal visas and immigration status.

7. Acts as the College’s liaison between various United States embassies and governmental agencies and the College for immigration and international student issues.

8. Assists with the processing of athletic eligibility for collegiate sports for the College and certification for the NJCAA (National Junior College Athletic Association).

9. Processes grades, including associated reports and letters to students, including but not limited to, academic standing, Dean’s list and President’s list.

10. Administers changes to student records including, but not limited to, grades, registrations, admission statuses, residency classifications, transcripts and transfer credit.

11. Prepares and submits the National Clearinghouse report detailing enrollment status information.

12. Supervises the download of FACTS.org and all web admission applications; ensures that records are properly electronically submitted into the College database system

13. Determines eligibility and approves transient student requests; manages the FACTS.org website for all transient students.

14. Keeps abreast of current SACS guidelines, international student laws, FERPA, and Florida Department of Education requirements and policies concerning student academic records.

15. Serves on campus wide committees as assigned.

16. Supervises, evaluates, and coaches Educational Records staff.

Job Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor's degree from four-year college or university and two or more years related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  One to two years of direct supervisory experience, including responsibility for firing, hiring, performance management, training and coaching is required.

- **Language Ability:**
  Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from college leadership, customers, regulatory agencies, or members of the community.
• **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

• **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, etc.

• **Computer Skills:**
  Must have a solid working knowledge of word processing, spreadsheet, email, Internet, and database software;

• **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
This position is responsible for the supervision of the Educational Records staff.

This position supervises receipt of monetary assets in the form of cash, checks, and credit card information.

**Responsibility for Communication:**

  • **Internal Contacts:**
    This position has routine contact with students, faculty and staff.

  • **External Contacts:**
    This position has routine contact with the general public and potential SCF students. This position has occasional contact with high school staff, records staff from other colleges and universities, PDSO’s from other colleges and universities, National Student Clearinghouse, governmental agencies and representatives from FACTS.org.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely required to sit, use manual dexterity, and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel,
crouch, or crawl, and lift up to 25 pounds. Vision requirements for this position include close, distance and peripheral vision, depth perception and the ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. **Attendance Standards:** State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. **Training:** State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. **Continuous Improvement:** State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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<td>Preparing Manager</td>
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