State College of Florida
Job Description

Job Title: Specialist, Educational Records
Reports to: Coordinator of Educational Records
FLSA Status: Non Exempt
Level: 115
Position Class: C9957

Job Summary:
This position is responsible for evaluating college transcripts, CLEP (College Level Examination Program), AP (Advanced Placement) and IB (International Baccalaureate) scores and military courses to determine transferability and calculating grade point averages correctly for various academic programs. This position is an integral part of the graduation process by assisting with graduation degree checks for students, assisting with the planning and coordination of graduation ceremonies, and generating and mailing diplomas to students. This position assists with the collection and maintenance of applications for admission to all programs and assists with the admissions process. This position is responsible for receiving and assisting with the response to subpoenas for student records and complying with all applicable laws, rules and regulations.

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. Analyzes, authenticates, researches and processes official documents submitted for evaluation of transfer credits for all student cohort groups, including but not limited to CLEP (College Level Examination Program), AP (Advanced Placement Program), and IB (International Baccalaureate Program) scores to determine transferability based on accreditation policies and guidelines.

2. Evaluates international high school and post secondary transcripts for authenticity and transferability based on accreditation policies and guidelines.

3. Downloads data into the Diplomas on Demand software system for printing; also mails diplomas once degree requirements are satisfied.
4. Plays a key role in the graduation process of students by assisting with graduation degree checks and correspondence to graduating students; assists with the awareness of graduation deadlines to potential graduates.

5. Assists in planning and coordinating graduation ceremonies which includes maintaining the attendance roster, ticket distribution, creating graduation rehearsal notes and coordinating volunteers for the ceremony.

6. Assists with end-of-term processing including posting final grades and printing and mailing letters to students regarding academic standing.

7. Collects and maintains applications for admission and assists academic departments with admission requirements for selective programs.

8. Maintains regular contact with academic departments regarding articulation agreements, transfer equivalencies, grade changes, grade point averages, academic standings, and student questions.

9. Manages the receipt and response to court ordered subpoenas for student records; ensures that students are notified appropriately regarding subpoenas received for academic records while complying with all applicable laws, rules and regulations.

10. Assists with providing information to FACTS (Florida Academic Counseling and Tracking for Students) including the 2 + 2 initiative.

11. Stays abreast of currents SACS and Florida Department of Education requirements and policies concerning accreditation, transfer work, common course numbering and university transfer prerequisites.

12. Determines classification of students as residents or non-resident of the state of Florida for residency purposes and assigns fees accordingly. This includes verification of receipt of all proper documentation prior to the classification.

13. Responsible for scanning and indexing files into the document imaging system. This includes creating, filing, maintaining and purging student records in compliance with Florida’s record retention requirements.

14. Assigns duties and provides training for student assistants and temporary personnel.

15. Serves on campuswide committees as assigned.

16. Completes weekly statistical reports; monitors individual phone queues as assigned.

17. Serves as a backup for other personnel within the department as needed; other office duties as assigned.

**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 or equivalent from a four-year college or university; and one to two years of related experience and/or training; experience with college course equivalencies and degree completion requirements; or equivalent combination of education and experience.

• **Supervisory Experience:**
  One or more years of experience as a “lead employee” with responsibility for scheduling and assigning work, training new employees and assisting others with problems is required.

• **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

• **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 apply common sense understanding to carry out instructions furnished in written, oral, or diagram/chart form. Ability to deal with problems involving several concrete changes in standardized situations.

• **Computer Skills:**
  The employee must be proficient in word processing, spreadsheet, and internet software; must have a basic knowledge of web design software; must be able to use College required database software.

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

**Responsibility for People and Property:**
None.

**Responsibility for Communication:**

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

• **External Contacts:**
  This position has frequent contact with the general public, high school employees, potential students, vendors, and other colleges and universities.

**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 for this position 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 regularly required to use manual dexterity. This employee is frequently required to stand, walk, sit and reach with hands and arms and occasionally lift up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and 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 employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida 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 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 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 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 employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. **Continuous Improvement:** State College of Florida 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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