

## RECORDER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position assists in the preparation and maintenance of detailed student academic records in the Office of the Registrar at Westchester Community College. The incumbent is responsible for the compilation, establishment, maintenance and security of college academic records and documents in order to make determination of student status or eligibility for academic or financial assistance programs. This position is characterized by the use of independent judgment in the performance of both clerical and administrative functions. Guidance and instruction may be given to lower level clerical employees. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Compiles, establishes, and maintains college academic records including attendance, grades, cumulative averages, credits from the Community College or other educational institutions, test scores and demographic data;

Responds to inquiries from students regarding eligibility requirements or issues related to their academic records or refers them to appropriate source;

Maintains liaison with data processing personnel to generate academic record reports;

Uses complex automated systems to maintain and update files, as well as to extract information for both students and administrators as needed;

Processes and reviews information with academic divisions to verify status for Tuition Assistance Program Loans, and certifies student eligibility in compliance with New York State Higher Education guidelines;

Assists in the preparation and transmittal of student schedules and academic records for evaluation and approval by Department Chairman;

Processes graduation applications by students and compiles a detailed listing of proposed graduates including name, curriculum and degree and submits to the President for presentation to the Board of Trustees;

Researches and compiles academic records to evaluate student eligibility for graduation;

Orders diplomas for students who have applied and have been certified for graduation, and verifies accuracy of diploma information;

Participates in the compilation of academic reports for college administrators or governmental jurisdictions of former or current students;

Participates in the student registration process;

Verifies, checks and inputs data from various documents in an automated system to maintain up to date student academic records;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Establishes and maintains an active and inactive transcript file and provides this information to students, other educational institutions, funding agencies for tuition assistance, or other sources, as authorized;

Trains and oversees the activities of lower level clerical and student assistants;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the procedures and practices utilized in the compilation and maintenance of college academic records; familiarity with community college course offerings and curriculum requirements; ability to coordinate work with others including academic professionals; ability to research college records and analyze such data; ability to deal with students in an efficient, courteous and tactful manner; ability to effectively use computer applications such as spreadsheet, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; dependability; accuracy; initiative; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or general equivalency diploma and five years of experience where the primary function of the position was clerical, one year of which must have included the maintenance of student academic records in a college or university using automated equipment.

SUBSTITUTIONS: Satisfactory completion of 30 credits\* at a recognized college or university may be substituted for each year of the above stated experience exclusive of the specialized experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree granting institution.