



JOB INFORMATION

Job Code:	137027
Job Title:	Student Records Technician
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Student Records
Job Family Group:	Student Support Services
Management Level:	8 Individual Contributor
Student Records Technician	

JOB SUMMARY

Performs detailed and responsible data entry and record-keeping duties for student academic and testing information, preparing, organizing and assuring the accuracy of student records.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		High school or equivalent	
	X	Associate's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		1 year	
	X	2 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

X Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Administrative experience working with phones and maintaining documents.
X		Proven organizational ability.
X		Excellent written and oral communication skills.
	X	Experience with student records and appropriate databases (e.g., Dexflow, Slate).

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Identifies and collects files (e.g., transcripts, letters of recommendation, financial statements) to be indexed in appropriate databases (e.g., Dexflow, SIS, Slate). Images and prepares student admission documents for input into databases.				
Maintains understanding regarding policies and procedures governing specific areas (e.g., registration, off-campus/special programs, course scheduling). Ensures compliance with policies, procedures and pertinent laws in releasing confidential information. Provides clerical and/or administrative support for unit, as required.				
Sets up and maintains files and records which may contain confidential student information. Releases confidential information following established policies and procedures. Ensures system-generated replies are sent to potential students, students or others requesting information. Inputs, edits, or ensures correctness of data or standard departmental documents.				
Performs electronic transcript sorting, properly identifying undergraduate or graduate files. Receives and downloads test scores for purposes of admission (e.g., TOEFL, GRE, SAT, ACT) for students transferring from other schools according to established procedures. Inputs financial aid tax forms and other miscellaneous documents into databases.				
Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.