Records Officer III

Posting Details

Posting Details

Posting Number	S01053P
Position Title	Records Officer III
Functional Title	
Department	Records & Registration
Salary Range	$37,000
Pay Basis	Monthly
Position Status	Regular full-time
Location	Richardson
Position End Date (if temporary)	
Posting Open Date	04/24/2017
Posting Close Date	
Open Until Filled	Yes
Desired Start Date	05/15/2017
Job Summary	Evaluate student records for State and Federal legislative requirements. Provide legislative, technical and academic customer service while completing detailed data entry, validation and audit. Review, analyze and perform calculations related to academic records.
Minimum Education and Experience	Bachelor's degree in a related discipline and four years of experience in a higher education setting within academic support or similar experience; or an equivalent combination of education and experience.
Preferred Education and Experience	
Essential Duties and Responsibilities	- Evaluate student coursework records to ensure compliance with State and Federal legislative requirements, especially as related to Tuition Rebate, Excessive Hours and Residency. - Calculate students' attempted hours, validate calculations, ensure accuracy in the academic record; enter and update data as needed. - Act as key personnel responsible for the integrity of UT Dallas' student academic record data as it relates to Federal and State legislative requirements. - Keep abreast of changing State and Federal regulations concerning academic credit limits. - Respond to student inquiries regarding legislative, technical, transcript, and academic questions related to the students' academic records via multiple forms of correspondence. - May process a high volume of multiple forms from students, including but not limited to grade change forms, major change forms, add/drop forms, pass/fail forms, and repeat course adjustment forms; may process transcript fulfillment requests. - Determine students' catalog year so as to apply appropriate standards and policies. - Assist in back-up capacity with filing, reception, call center, and scanning as needed; may assist with residency processing and determination. - Participate as a member of Office of the Registrar at commencement exercises and other events such as, but not limited to, grading period, registration, orientation, and recruiting, which may require evening, weekend, and holiday overtime.
Additional Information	Previous experience utilizing student information systems is required for this position

Special Instructions Summary	
Important Message	1) The University of Texas at Dallas is an equal opportunity/affirmative action employer (M/F/D/V). 2) All employees serve as a representative of the University and are expected to display respect, civility, professional courtesy, consideration of others and discretion in all interactions with members of the UT Dallas community and the general public.