



JOB DESCRIPTION

Job Title: Student Records Analyst
Department: Registration
Reports to: Director of Registration

JOB SUMMARY

As a member of the Registrar's Office, this position plays a key role in maintaining the integrity of the student record and providing a high standard of customer service. This position is responsible for the daily activities related to the Office of the Registrar, evaluation and graduation team. This position's primary responsibilities are generating reports, reviewing credentials, and evaluating transcripts and other documents submitted for transfer credit and graduation eligibility. This position also helps ensure compliance to academic regulations and university program requirements leading up to degree conferral. The Student Records Analyst will report to the Director of Registration and Student Records.

JOB DESCRIPTION

- Facilitates graduation requirement processes to ensure all requirements are met
- Run ad hoc reports requested by the various stakeholders as related to the Registrar function
- Administer the AOE (Area of Emphasis) program to ensure all requirements are met
- Ensure all dissertation requirements are met prior to graduation
- Track and audit student transcripts to ensure all graduation requirements are met prior to a degree being conferred
- Work collaboratively with Admissions and Financial Aid on projects related to the University's strategic initiatives
- Work with the admissions office or transfer coordinator on seamless articulation agreements with two year college's and universities.
- Provide a list of GPAs for eligible Undergraduate students to Student Services
- Update/maintain master parking spreadsheet
- Other duties as assigned

ESSENTIAL QUALIFICATIONS

- Bachelor's degree required
- Minimum of 3 years progressive experience
- Strong data science background, including a working knowledge of databases related to Registrar functions.
- Experience in and knowledge of SQL preferred.
- Strong verbal and written communication skills, customer service orientation, interpersonal skills, and ability to work independently

- Strong problem identification, critical thinking, and problem solving skills.
- Ability to assess processes and suggest improvements
- Strong organizational skills and ability to prioritize work and meet deadlines
- Thorough knowledge of policies, regulations, and practices with student records
- Proficient with Microsoft Word and other applications in the Microsoft Office suite
- Familiarity of core FERPA regulations and policies as related to the Registrar function

To apply, please submit a cover letter and resume to nmarquez@palolaltou.edu.