JOB DESCRIPTION

Senior Records Clerk - Registrar

**Definition of Class**
This is a non-supervisory position in which the incumbent deals with every enrolled student record including manually posting of grade, name changes, etc. along with maintaining changes in the computer system and auditing student files. The incumbent performs complex clerical duties associated with processing and maintaining records.

**Examples of Work Performed**
Prepares and maintains all student academic records as assigned.

Provides assistance to staff and students in retrieving permanent academic record data.

 Receives and retrieves permanent record cards and post semester grades of every enrolled student.

Records all transfer work; calculates Grade Point Average (GPA).

Processes grade changes and recalculations.

Audits all records against database for accuracy.

Applies semester grade labels to all enrolled student records.

Records all special topic and research titles to courses on transcript, including thesis and dissertation topics.

Records all forgiveness grades and recalculates GPA.

Records transcripts notes, withdrawals, degrees, and honors distinctions on transcripts.

Records non-traditional and resident credit.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Performs complex clerical duties involved in the processing and maintenance of student academic records.

2. Audits records for accuracy.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not
have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

AND

**Experience:**
Two (2) years of experience related to the above described duties.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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