JOB POSTING
Records Officer
(Raleigh County Campus)

Summary of Responsibilities:
This position is responsible for overseeing all aspects of the graduation process and evaluation of student academic transcripts for transfer credit. Sets up and maintains the Banner transfer articulation module and sets up printed and electronic articulation manuals for credits transferred from other institutions. Provides assistance in records management and Registrar Office activities.

Duties and Responsibilities:

Graduation
- Instruct and assist students in completing graduation forms. Collect applications for graduation
- Code applications in computer
- Review certificate and 45 hour evaluations and notify students of remaining requirements
- Compile lists of candidates for graduation
- Prepare lists for Graduation Program
- Compare and code lists of honor graduates
- Review final semester grades of each graduation candidate
- Determine who graduates and who does not graduate
- Code applicants as graduates in computer
- After final grades are received, review and code each honors graduate
- Notify all non-graduating candidates
- Prepare and print diplomas for all graduates
- Distribute diplomas and final transcripts to graduates
- Update Diploma on Demand templates as needed
- Order caps and gowns and sort by campus
- Participate in Graduation Committee meetings, as well as Student Graduation informational sessions
- Prepare items needed for graduation ceremony

Evaluation of Academic Transcripts
- Evaluate college transcripts
- Evaluate military transcripts for transfer credit
- Evaluate Edge credit and AP credits
- Ensure the dissemination of Student Academic Records is in compliance with all institutional and governmental rules and regulations (FERPA)

Coordination of the Transfer Articulation Processes
- Set up Banner articulation module for transfer credit
- Develop and update New River transfer course equivalency manuals for transfer from other state colleges

Other Registrar Related Activities and Duties as Assigned
- Work with students, staff and faculty to answer questions and resolve problems
- Work with registrar staff to maintain accurate, up to date student records system
- Register students and process add/drop forms in Banner
- Process academic transcripts
- Enter grades/change of grades
- General record management activities
- Mass mailings
• Assist with end of semester processes- Incomplete/D & F Repeats/Warning, Probation Suspension Report
• Process course substitution forms
• Supervise student employees
• Answer multiple phone lines, filing, faxing, copying and scanning
• Process reports as needed for Edge and graduation
• Work with Registrar to submit reports and information to the National Clearinghouse
• Other duties as assigned

*Ability to travel between campuses and for other College related matters is required.*

**Education/Licensure:**
• Bachelor’s degree is required

**Experience:**
• Over one year of experience is required in the following areas:
  o Experience working in higher education
  o Records management
• Over one year of experience utilizing Banner is preferred

*An equivalent combination of education and related experience may be acceptable.*

**Required Skills, Knowledge, and Abilities:**
• Excellent organization and communication skills
• Knowledge of various computer applications
• Thorough knowledge of college academic policies and academic programs
• Must be detail oriented and accurate with data entry
• Excellent customer service skills

**Classification/Compensation:**
This is a non-exempt, classified, pay grade 14 position with a starting salary of $25,363 per year.

*Candidates must successfully complete a background screening post-offer of employment.*

**Applications:**
*Internal candidates meeting the minimum qualifications will receive preference.* Only candidates meeting the minimum qualifications will be considered. Candidates must submit the following material: Cover letter specifying position of interest, employment application, and a copy of college transcripts to the address below.

**Deadline for receipt of application materials is March 18, 2015 at 4:00 p.m.** All positions are subject to funding availability. AA/EOE/ADA

**PREFERRED METHOD:** Email: hr@newriver.edu
OR
New River Community and Technical College
Office of Human Resources
280 University Drive
Beaver, WV 25813