

GENESEE COUNTY

RECORDS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The Records Coordinator functions as a data manager. The individual filling this position reports to the Registrar and assists with all data related functions that support Records Office operations. This position requires working with students, faculty members, and other administrative personnel to produce reports, provide information from the student database, and maintain schedule catalog and validation tables. In addition, the Records Coordinator performs other office duties when required, including the coordination of registration staff during registration period.

TYPICAL WORK ACTIVITIES:

Performs duties related to the area of responsibility as assigned by the Registrar and represents the Registrar in their absence;
Handles training of the employees in the college with regard to Records Office procedures and Banner student information system;
Prepares on and off-campus credit course schedule each academic term in conjunction with the Deans and Associate Deans. This includes initial projection reports, updates to the course catalog, maintenance of all the appropriate data fields, and generation of supplementary reports. Also responsible for error checking as it relates to data entry by campus staff with regard to course schedule creation;
Coordinates data from other offices as they relate to the Records Office, including the resolution of Duplicate PIDMS;
Supervises the daily credit and credit-free activities of the Records Office, registration, class cancellations, and purging of unpaid student registrations;
Performs tasks related to ad-hoc reporting, batch processing, reports, and research information upon request;
Certifies student eligibility for athletic teams;
Maintains and documents Records Office business processes;
Prepares reports on registration, attendance, and academic standing;
Maintains all student records and all records of registration and course activity;
Supervises graduate Diploma process;
Supervises the grading/transcript production process;
Assist with coordination of vault maintenance.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:

Good communication (written and verbal) and human relations skills; ability to work effectively with students, faculty, and staff; ability to handle highly detailed work with precision and accuracy with a minimum of supervision; ability to produce ad hoc reports, as needed; must be able to demonstrate sensitivity to people of diverse cultural and racial backgrounds.

CONTINUED.....

RECORDS COORDINATOR

Page 2

MINIMUM QUALIFICATIONS: EITHER:

- A. Possession of an Associate's Degree or higher from a regionally accredited or NYS registered college or university in Business Administration, Computer Science, Computer Information Systems or related field **AND** two (2) years of full-time, paid experience with an integrated data management system using a mainframe computer which includes word processing and spreadsheet applications.
- B. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education **AND** any equivalent combination of training and/or experience, as defined in A above, indicating the ability to perform the duties of the job.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Adopted 5/8/06

Revised 9/12/25