

# LOGAN UNIVERSITY

## JOB POSTING

Logan University is comprised of the College of Chiropractic and the College of Health Sciences and blends the perfect balance of tradition with innovation. Established in 1935, Logan College of Chiropractic is one of the largest and most respected chiropractic colleges in North America. Through the College of Health Sciences, Logan offers doctorate, master's degrees and bachelor's degrees that are accredited by the Higher Learning Commission of North Central.

Logan's 112-acre wooded campus is located in Chesterfield, Mo., a quiet, residential suburb of St. Louis. Its low student-to-faculty ratio provides more personalized instruction, which is most conducive to effective learning. MSNBC selected Logan's campus as an editor's pick of one of "America's Most Beautiful College Campuses." Logan offers an outstanding benefits package to eligible employees including free chiropractic care. Learn more about Logan University at [www.logan.edu](http://www.logan.edu).

**Interested candidates please send resume to: [resumes@logan.edu](mailto:resumes@logan.edu)**

**JOB TITLE:** Student Records Associate Full Time

### **SUMMARY:**

This position is responsible for all daily activities related to the Office of the Registrar and the student records team. This position's primary responsibilities include maintaining accurate student records, providing quality service to students and university constituents, and collaborating with university departments for a successful student experience. This position is a key contributor to maintaining record integrity, and upholding FERPA policy and compliance within administrative policies and procedures.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Collaborate with Admissions Coordinators, Academic Success Coaches, Deans, and Financial Aid Counselors to articulate transfer coursework. Calculate grade point average accurately for incoming students. Convert International transcripts into U.S. semester hours and grades. Adhere to CCE requirements when evaluating D.C. students.
2. Utilize the Transfer Evaluation System (TES) as well as general research skills to obtain course descriptions to complete the articulation process.
3. Enter transfer course work and university equivalent courses into the student information system, and communicate the completed articulation to the appropriate parties.
4. Process transcript requests, and ensure all required state board documentation is processed and enclosed with the appropriate transcript.
5. Maintain accurate academic records and ensure record integrity of student files by obtaining proper documentation and authorization to fulfill requests.
6. Assists in preparing and maintaining standard operating procedures for the purpose of training and development of the Office of the Registrar's staff.
7. Assist with graduation preparation, and process duplicate diploma requests.

8. Prepare files to be scanned for graduates, and interrupted students.
9. Provide quality customer service by answering email, voicemail, and in-person inquiries in an efficient, and pleasant manner.
10. Complete all other duties as assigned.

**Qualifications:**

- Bachelor's degree, or equivalent experience required.
- Minimum of two (2) years of experience within a college or university office of student records or enrollment administration required.
- Be familiar with terminology used in the registrar field.

**Knowledge, Skills, Abilities:**

- Ability to work well under pressure, plan and prioritize workflow, and multitask.
- Ability to interpret directions furnished, and problem solve
- Commitment to maintaining best practices in service, innovation, and efficiency.
- Commitment to a collaborative work environment.
- Commitment to seeking appropriate professional development.
- Commitment to professional integrity, including knowledge of and commitment to upholding federal guidelines regarding confidentiality of student academic information.
- Familiarity with higher education organizational structures and academic policies associated with registrar functions.
- Knowledge of The Family Educational Rights and Privacy Act (FERPA)
- Proficient in Microsoft Word, Excel, and Access and university information systems.
- Strong interpersonal, verbal and communication skills.
- Understanding of the University's curriculum, requirements and a commitment to maintaining this understanding.

Certificates, Licenses and Registrations: **Notary Public registration required.**

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

- Good working environment with the absence of disagreeable conditions
- The noise level in the work environment is usually moderate
- Regular and reliable attendance is required

**NOTE:**

This job description in no way states or implies that these are the only duties to be performed. The employee will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

An employee is expected to assist and provide coverage for coworkers during peak periods, vacation days or sick days at all locations, and to work with administration in the attainment of the University's missions and goals.