



POSITION ANNOUNCEMENT

JOB TITLE:	RECORDS ASSISTANT I
TYPE OF VACANCY:	STAFF
REPORTS TO:	ASSISTANT REGISTRAR
DEPARTMENT:	REGISTRAR'S OFFICE
<p>SUMMARY: The Record's Assistant performs clerical and administrative duties required for the smooth operation of the Office of the Registrar. These duties include but are not limited to all matters related to student registration, grades, the production of transcripts, graduation and the storage and maintenance of the associated data and records and require activities like preparing documents, organizing files, scheduling appointments, contacting and communicating with customers and supporting other staff members. The successful candidate will be a team player, an initiator, independent worker, a multitasker with exceptional organizational skills, sound judgment and the ability to manage time sensitive and confidential matters. Must have supervisory skills.</p>	
<p>DUTIES AND RESPONSIBILITIES: The position of Records Assistant I is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none"> •Be the first point of contact and support for internal and external customers; •Manage the communication process, track and follow-up as required; •Assist with all matters related to Transcripts; •Assist with the computerization of BTC, SSTC, BHTC and non-computerized COB/UB transcripts; •Draft correspondence in response to all mail relating to the processing of transcripts; •Oversee the maintenance of records related to transcripts; •Oversee and assist with the data entry of COB, BTC, SSTC, CRW and BHTC transcripts; •Assist in the entry of grades, preparation of transcripts and accuracy checks as well as responsibility for the security of this process; •Assist with the resolving of problems resulting from blank or incorrect grades on examination class lists/transcripts. Including but not limited to "I" and "W" grades; •Assist in the maintenance of student records, ensuring their security and tidiness and the accessibility of files; •Prepare weekly reports on matters relating to specifics of the portfolio; •Represent the Department on select committees; •Establish and maintain a well-organized filing system; •Complete records data entry on a daily basis conducting required research to validate and ensure accuracy; •Provide assistance and support for special projects; 	



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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of office management systems and procedures;
- Working knowledge of office equipment, like printers and fax machines;
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular);
- Excellent time management skills and the ability to prioritize work;
- Attention to detail and problem-solving skills;
- Excellent written and verbal communication skills;
- Strong organizational skills with the ability to multi-task;
- Participate in the University's screening process, including drug screening and background checks.

QUALIFICATIONS:

Bachelor's Degree or the equivalent with no work experience, or Associate Degree in relevant area with ten (10) years work experience.

Requested Information:

Interested applicants should submit the following electronically to the Human Resources Department Application Portal (*Use the Position Listing to select the job opening*). The following documents are required to complete the application:

- A cover letter of interest (highlighting work experience and accomplishments relevant to the position);
- Current Curriculum Vitae/Résumé;
- Copies of Qualifications and Certificates;
- At least three (3) written professional references

<https://ubhrapply.info/PeopleFirst>

Incomplete application packages will not be considered

Salary Grade	AS-1
Date Published	March 15, 2024
Application End Date	Until Position Is Filled
Date to be Removed	Until Position Is Filled

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Records Assistant I.