Major Function

This exempt staff person works as a team member to support the mission and functions of Millsaps College and the Office of Records by working with students, faculty, staff, and others in an accessible and friendly manner. Integrity, confidentiality, consistency, responsiveness, reliability, and general knowledge of academic policies and of the College as a whole are hallmarks. As for all Millsaps employees, this person must ensure that every interaction results in an experience that reflects well on the Office of Records and on Millsaps College.

In particular, this individual will reduce office reliance on paper forms and files, increase use of digital imaging in the office and on campus, coordinate reporting to the Veteran's Administration, audit student's degree audit, perform data entry, perform process evaluation and improvement, and other duties as assigned.

While responsible to the Assistant Registrar for fulfilling certain responsibilities, this person reports directly to the Registrar.

Qualifications

- High-school diploma or higher, with a bachelor's degree and at least three years of previous college administrative support preferred
- Follows the AACRAO principles of professional ethics and practice (aacrao.org/about/ethics-and-practice)
- Ability to handle multiple tasks simultaneously and work with minimal supervision
- Strong interpersonal skills and ability to work pleasantly and professionally with a wide variety of people
- Demonstrated proficiency in process coordination and data entry
- Strives for knowledge and developmental excellence in self and others
- Familiarity with data entry standards and appropriate software packages, especially Microsoft Outlook, Word, and Excel, and student information systems (especially Ellucian Colleague)
- Applicants should be willing and able to master use of new software, as needed.

Responsibilities

- Audit student files, and coordinate the application of the Office of Record’s Record Retention Policy. Coordinate regular conversion of paper files to digital images and annual systematic purging and imaging of former-student files
- Work with admissions to create a student's initial paper file.
- File documents, with help of student workers and Records Specialist/Transcript Clerk
- Serve as the College’s School Certifying Official, and communicate with Financial Aid, Business Office, and Admissions as necessary
- Select, oversee, and evaluate any student worker(s)
- Process registration changes (drop/adds) as needed during the day of receipt
- Responsible for core/degree/graduation audits (including applications for graduation) and communicating audits with seniors and department chairs
- Communicate with Writing Center regarding Writing Proficiency
- Communicate with Department Chairs regarding Reflective Paper and Comprehensive Exam
- Work with post office and other offices as assigned to verify enrollment information
- Work pleasantly and professionally with a wide variety of people
- Reduce reliance on paper forms and coordinate imaging efforts
- Critique and test updates to office procedures and college software, as needed
- Regularly cultivate awareness of and verify the accuracy of database information
- Assist in data entry for all office functions, especially registration
- Assist with registration of students from MBA, EMBA, and MACC programs
- Maintain familiarity with data-entry standards, especially when using Colleague
- Maintain relevant office-procedures documentation
- Suggest improvements to work flows, especially those which might result in improved efficiency, cost, or communication
- Support office activities as needed during staff vacations and other absences
- Participate in assessment of all office functions
- Assist with commencement by ordering caps and gowns, graduating students from database, and inputting honors and Phi Beta Kappa on transcripts
- Process major declaration forms, minor declaration forms, and change of advisor
- Responsible for identifying students who no longer communicate with Millsaps College
- Other responsibilities as assigned