



## **POSITION ANNOUNCEMENT**

**Job Title:** Records Specialist  
**Department:** Office of the Registrar  
**Reports To:** Registrar  
**Shift/Hours:** 40 hours per week  
**Date Prepared:** September 18, 2018

### **SUMMARY**

Evaluates transcript credits earned for transfer, transcription, AP credit and guest credit. Evaluates and confers degrees earned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Evaluates credits for transfer, prepares transfer credit evaluation and transcripts credits for undergraduate applicants admitted with transfer credit.
2. Transcripts credits for students with guest credits, AP credits, CLEP credits, etc., at all levels.
3. Processes applications for graduation which include: Audits academic record for students applying for undergraduate credentials, confers appropriate credentials, and verifies proper documentation is present.
4. At the request of the Graduate School, verifies and confers credentials of graduate students.
5. Prepares diplomas, graduation copies of transcripts and any other documents for graduates of all programs.
6. Updates and completes student records after graduation to ensure accuracy.
7. Prepares list(s) of graduates for Advisor's approval.
8. Resolves concerns regarding credit evaluations and degree audits.
9. Corresponds with advisors and students as necessary regarding all transfer credits, graduation issues, etc. via email, telephone and/or letter.
10. Assists with the registration and record processing of students.
11. Assists with data entry and maintenance of related computer files.
12. Other duties as assigned.

### **QUALIFICATIONS**

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

### **TO APPLY**

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to [hr@madonna.edu](mailto:hr@madonna.edu). Current employees must complete the internal application on MY Portal >Employee Resources.

### **MADONNA UNIVERSITY**

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.