**Florida Agricultural and Mechanical University**

**UNIVERSITY SUPPORT PERSONNEL SYSTEM**

**POSITION DESCRIPTION**

1. **Division:** Student Affairs

2. **Transaction Type:**
   - (√) Establishment
   - ( ) Reclassification
   - ( ) Transfer
   - ( ) Update

3. **Position Number:** 20166

4. **School/College:** Florida A&M University

5. **Department Number:** 040700000

6. **Budget Entity:**

7. **Effective Date:** (Personnel Use Only)

8. **Department:** Registrar

9. **FTE:** 1.00

10. **Pay Plan:**

11. **On-Call:**

12. **Lead Worker:**

13. **Subsection:** Records

14. **Class Code:** 4206

15. **City:** Tallahassee

16. **County:** Leon

17. **Class Title:** Program Assistant

18. **Class Title:**

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The incumbent is responsible for maintenance of student records for the Registrar’s Office including processing requests for official transcripts, microfilming and imaging student records and documents, developing and maintaining listings of indebted students. Incumbent must be knowledgeable of all applicable state and federal policies regarding the release of student information and the maintenance of student records.

**ESSENTIAL DUTIES**

65%  I. Processes all request for official transcripts.

A. Reviews correspondence to note pertinent information used to expedite processing (social security number, payment, address, special instructions, etc.)

B. Determines if student is indebted to the University by checking the accounts receivable system and notifies student in writing of indebtedness.

C. Inputs request for students’ transcripts using various computer applications, microfilm or optical imaging technology.

D. Validates transcripts and mail as requested.

E. Transmits all monies received for transcripts to Controller’s Office.

25%  II. Maintains the hold listing by processing requests from the Offices of Financial Aid, Controller, Collections and various other federal and state loan agencies to add, change or delete students.

**MARGINAL DUTIES**

10%  III. Supervises student assistants responsible for assisting with transcript processing. And performs other duties as deemed appropriate.
19. **Subordinates:** List class codes, official class titles, and position numbers for each position that reports directly to this position.

20. **Supervisor’s Position Number:** 18436  Class Code: 9232  Class Title: Coordinator, Registrar

21. **Working Hours:**
   a) Daily from 8 a.m. to 5 p.m.
   b) Total hours per week 40
   c) Explain any variations in workweek, split shifts, on-call status, or rotations.

22. **Knowledge, Skills, and Abilities:** List specific knowledge, skills, and abilities required in this position. Use additional sheets, if necessary.
   - Ability to plan, organize, and coordinate work assignments.
   - Ability to understand and apply applicable rules and regulations.
   - Knowledge of the principles and techniques of records management.
   - Knowledge of supervisory principles.
   - Ability to organize and maintain student records.
   - Ability to organize files and records.
   - Ability to develop and maintain reports, forms, records, files and correspondence.
   - Ability to establish and maintain effective working relationships.
   - Ability to communicate effectively verbally and in writing.

23. **REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:** Please review statements below check all that apply.
   - This position requires a background check and/or fingerprinting, Florida Statutes.
   - This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
   - This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
   - This position requires licensure, certification or other special requirements described below.

24. **Signatures:** I certify that the duties described are accurate and reflect the responsibilities officially assigned to the position and that any required licensure(s), certification(s) and/or other specific requirement(s) by law are so indicated.

   **Name of Incumbent (Print) Signature Date**

   **Name of Immediate Supervisor (Print) Signature Date**

   **Name of Reviewing Authority (Print) Signature Date**
   (Vice President, Dean, Director, Department Head or other administrative Officer)

25. **University Personnel Relations Office Review:**

   Assistant Vice President, Human Resources Date