Florida Agricultural and Mechanical University
UNIVERSITY SUPPORT PERSONNEL SYSTEM
POSITION DESCRIPTION

1. Division: Student Affairs
2. Transaction Type: (X) Establishment
3. Position Number: 16812

4. School/College: Florida A&M University
5. Department Number: 040700000

6. Department: University Registrar
7. Pay Plan: 23

8. Division: Student Affairs
9. FTE: 1.0

10. Effective Date: (Personnel Use Only)
11. On-Call: 

12. Lead Worker: 

13. Subsection: Student Records
14. Class Code: 4206

15. City: Tallahassee
16. County: Leon

17. Class Code: 

18. County: 

**Describe in detail the specific duties and responsibilities assigned to this position. Identify Essential/Marginal functions. Essential Functions are those tasks or functions that are fundamental to the position. Marginal Functions are those tasks or functions that are performed by the incumbent, but are not necessary to the position. Attach additional sheets, if necessary, to properly describe the position. Duties and responsibilities should equal 100% of the time.**

The incumbent is responsible for maintenance of student records for the Registrar’s Office including processing requests for official transcripts and 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 requests 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 requests and retrieves 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 student’s holds.

**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. 

None

20. **Supervisor’s Position Number:** 16817 Class Code: 9414 Class Title: Assistant Registrar/Student Records

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.
   A. Ability to plan, organize and coordinate work assignments.
   B. Ability to understand and apply applicable rules and regulations.
   C. Knowledge of the principles and techniques of records management.
   D. Knowledge of supervisory principles.
   E. Ability to organize and maintain student records.
   F. Ability to organize files and records.
   G. Ability to develop and maintain reports, forms, records, files and correspondence.
   H. Ability to establish and maintain effective working relationships.
   I. 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 Statues.
   __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 __________