CLERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Academic Records Senior Representative, Level 5

DEPARTMENT: Office of Academic Records - Enrollment Group, Rose Hill

The AR SR representative will work as part of a team that is responsible for the maintenance of data integrity and record keeping of students within all colleges of Fordham University. Although this position is mainly at the Rose Hill campus, upon request from supervisor or managing director, individual may need to travel to the Lincoln Center or Westchester campus for training, meetings, or to assist with tasks when other staff members are absent or experiencing peak/high volume periods. This position may also be required to work extended hours and weekends.

RESPONSIBILITIES:

- Assist with graduation clearance for the Graduate School of Arts and Science and the Graduate School of Religion and Religious Education.
- Assist administrators with all duties as assigned and necessary.
- Responsible for scanning and indexing of Academic Records documents.
- Print transcript requests that require immediate processing (24 hour service).
- Research archived/historical certification and degrees verification.
- Work in partnership with the National Student Clearinghouse.
- Keep track of inventory and order office supplies (transcript paper, letterhead, etc.)
- Data entry (major declaration, minor, concentration, attributes, degree updates, transfer credits and any tasks delegated by management).
- Sort, open and distribute incoming mail.
- Must attend training sessions as assigned.
- Working knowledge of Fordham website, online bulletins, academic calendar, and individual school policies.
- Must log in to phone system and assist callers on a daily basis.
- Respond to emails as they are received via Fordham Connect and corporate email accounts.
- Assist with delegating tasks and training student workers and part time staff.
- Must understand University, Enrollment Group policies, and FERPA regulations.
- Work closely with faculty, Dean’s Offices, and assist colleagues at all campuses.

QUALIFICATIONS:

- High School Diploma required, Bachelor’s degree preferred.
- Minimum of three years of experience in higher education or similar environment.
- Knowledge of FERPA and University guidelines is preferred.
- Must understand and maintain privacy of records.
- Advanced technical skills are a plus.
- Must excel at written and verbal communication.
- Competence in Microsoft Office is a plus.
- Working knowledge of Banner, 25Live Room Scheduler, OnBase Document Imaging, Degree Works Audit/Advising module preferred.
- Must be able to work well with others in a collaborative atmosphere and possess a positive attitude
- Mandatory Competency Testing.

STARTING DATE: ASAP

FLSA CATEGORY: Non-Exempt

SALARY: $1,826.78 (bi-weekly)

SEND LETTER & RESUME: Anna Ponterosso, ponterosso@fordham.edu

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