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

DEPARTMENT:  Office of Academic Records, Lincoln Center

The Academic Records Senior representative will work as part of a team that is responsible for the maintenance of student’s academic records and data integrity of those records. The individual in this position will also be aware and abide by university rules and compliance policies, as well as, Federal and NYS guidelines. Although, this position is mainly at the Lincoln Center campus, upon request from supervisor or managing director, individual may need to travel to Rose Hill or Westchester campus for training, meetings, or to assist with tasks when other staff members are absent. This position may also be required to work extended hours and weekends.

RESPONSIBILITIES:
- Responsible for graduation clearance for the Fordham College at Lincoln Center School.
- Assist administrators with all duties as assigned and necessary.
- Responsible for scanning and indexing of Academic Records documents.
- Provide operations financial aid data entry support.
- 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.
- Data entry (major declaration, minor, concentration, attributes, degree updates, transfer credits, substitutions, 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 other 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; B.A. 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.
- Good written and verbal communication skills.
- Competence in Microsoft Office is a plus.
- Working knowledge of Banner, 25Live Room Scheduler, OnBase Document Imaging, Degree Works Audit/Advising module preferred.
- Mandatory Competency Testing.
- Demonstrated Writing Ability.

SALARY:  $1,826.78 Bi-weekly

FLSA CATEGORY:  Exempt

START DATE:  ASAP

SEND LETTER AND RESUME TO:  Anna Ponterosso
ponterosso@fordham.edu

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Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories