# The University of Texas at El Paso

| Job Overview | | | |
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| **Job Title** | Records Assistant | **FLSA Status** | Non-exempt |
| **Job Code** | 13666 | **Creation Date** | June 1, 2016 |
| **Department** | Registrar | **Revision Date** | |

| Position Details | |
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| **Purpose** | Under minimal supervision and with extensive latitude for the use of initiative and independent judgment, coordinates and enforces daily operations within area of assigned responsibility. |
| **Duties and Responsibilities** | Schedules and Supervises student workers employed under the state and federal work-study programs; ensures adequate training of student workforce; coordinates student worker schedules, training and assignments to effectively meet the needs of the department and constituents.<br><br>Ensure integrity of data entry and data entry processes in the Office of the Registrar.<br><br>Coordinate reporting and reconciliation of data to National Student Clearinghouse according to the established reporting timelines and requests for corrections and clarifications from NSC.<br><br>Process data updates for Option 2 and Academic Fresh Start requests approved submitted by academic colleges.<br><br>Oversee and execute document imaging and indexing operations, with assistance from student workforce team members.<br><br>Assistant students in person, by telephone, and by email with registration and records issues.<br><br>Assist University Registrar with compilation, editing, and updating of departmental procedure manual and training documentation.<br><br>Executes daily operations, facilitates the accomplishment of the work of the department by establishing and maintaining effective office workflow, customer support practices, retention cycles, and other procedures.<br><br>Assist University Registrar with documentation of departmental goals, objectives, activities, tasks, and the timelines and responsible parties for each. |

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| **Duties and Responsibilities Continued** | May occasionally be required to work during evenings and weekends; may occasionally be required to travel.<br><br>Knowledge of all Microsoft Office software and able to learn and use institutional software systems.<br><br>Complies with Federal Educational Rights and Privacy Act (FERPA) and ensures confidentiality of all sensitive information to which the incumbent is privy.<br><br>Complies with all State and University policies.<br><br>Other duties may be assigned.<br><br>Supervisory Responsibilities Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Schedules and supervises student workers employed under state and federal work-study programs. | | |
| **Physical Demands** | The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.<br><br>While performing the duties of this job, the employee is regularly required to sit; use hands to feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 10 lbs. | **Work Environment** | The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.<br><br>While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; work in high, precarious places; outdoor weather conditions; and risk of electrical shock.<br><br>The noise level for this work environment is usually moderate. |

| Qualifications | | | |
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| **Minimum Education Required** | Associate's degree or equivalent from two-year college or technical school. | **Minimum Experience Required** | Two years of relevant experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience. |
| **Preferred Education Required** | | **Preferred Experience Required** | |
| **Core Competencies** | | | |
| **Quality of Work** | Knowledge<br>Responsiveness<br>Accountability<br>Customer Services<br>Accuracy<br>Commitment | **Productivity** | Analytical Thinking<br>Prioritization<br>Problem Solving<br>Completion of Job Assignments<br>Works Independently<br>Initiative/Proactive |
| **Reliability** | Adaptability<br>Trustworthiness<br>Dependability<br>Supportive<br>Integrity<br>Attendance | **Teamwork** | Collaboration<br>Interpersonal Skills<br>Networking<br>Communication<br>Contribution |
| **Position Specific Competencies** | | | |
| **1** | | **4** | |
| **2** | | **5** | |
| **3** | | **6** | |
| **Equal Opportunity/Affirmative Action Statement** | | | |
| The University of Texas at El Paso is an Equal Opportunity / Affirmative Action Employer. The University does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, veteran status, or sexual orientation and gender identity in employment or the provision of services. | | | |

**Note:** The primary accountabilities above are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed above. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.