



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College remains dedicated to promoting the educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA is a regional center for medicine, biotechnology, and cyber security. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Master's Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Eisenhower.

ABOUT THE POSITION

Job Title: Student Records Specialist - (full-time)

Job Code: 61832

Campus Location: Augusta Site

Salary: \$30,000-\$32,000; commensurate with education and work experience.

JOB SUMMARY

Under the direction of the Registrar the Student Records Specialist will be responsible for carrying out a variety of back office/operational support duties as well as front office/customer services duties.

MINIMUM QUALIFICATIONS

A high school diploma or high school equivalency and at least 2 years of full-time related work experience required.

PREFERRED QUALIFICATIONS

A credential in Business Technology or a closely related field from an accredited postsecondary college or university is strongly preferred. At least 1 year of full-time related work experience required.

COMPETENCIES

Must demonstrate strong technology and computer applications skills, customer service, organizational skills, verbal and written communication skills. Flexibility of travel if necessary.

MAJOR DUTIES

- Assists the Registrar with administering academic policies.
- Maintains the accuracy and security of all students' academic records.
- Coordinates and communicates student graduation information.
- Continued communication with faculty and staff regarding student status, grade reporting and maintenance, and student program progression.
- Works closely with students, student services staff, and academic affairs staff to solve problems and answer questions regarding student information system and student records.
- Creates concise, clear reports related to various student records.
- Provides student information system training to personnel.
- Process graduation audits and other official university documentation relating to student academic records.
- Support and serve students, faculty, academic advisors, and administrators by interpreting and clarifying College policies regarding catalogue and curriculum requirements.
- Assist with monthly submission of enrollment reporting file to the National Student Clearinghouse system.
- Monitor the intake of all incoming transcripts and maintain all transfer articulation tracking sheets.
- Respond to enrollment verification request in a timely manner.
- Process grade reports (including final grade submissions), NO SHOWS, withdrawals, registration/enrollment changes, and other requests as needed.
- Serves on committees as appointed and attends conferences related to Higher Education.
- Assists in the day-to-day management of the Registrar's Office activities (supervising staff, records maintenance).
- Supervise work study staff for various student services.
- Coordinate the annual graduation ceremony with students, staff, and faculty.
- Navigate communication involving academic policy, educational privacy rights, and confidentiality.
- Performs other duties as assigned by Registrar.

APPLICATION DEADLINE: The position will remain open until filled. All applications packets MUST be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter.easyhrweb.com). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). The cover letter should describe your teaching viewpoint and how your work and educational experience have prepared you for this full-time Agribusiness Instructor. This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

A Unit of the Technical College System of Georgia

Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.