

**Wright State University**  
**CLASSIFIED JOB SPECIFICATION**  
**Records Management Coordinator**

**I. JOB INFORMATION**

**Job Title:     Records Management Coordinator (CS 15)**

**Job Class:     11214**

**FLSA Status:  Non-Exempt**

**II. JOB SUMMARY**

Under administrative direction utilizes independent judgment to interpret policies and procedures, and answer complex records questions. Maintains databases, develops and generates reports, processes grade changes, transfers credits, and various database changes

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Analyzes data and designs reports. Analyzes transcripts and maintains academic records. Transfers credits; processes grade changes, advanced placement credits and repeat/duplicate classes.
- Processes incomplete contracts, dismissals, petitions, social security number changes, name changes, admission reconciliation reports, masters' grade point average resets and any other actions which may affect students' academic records.
- Reconciles registrations and verifies accuracy of applications. Monitors academic, judicial affairs and registration holds. Removes dismissal holds.
- Reviews incomplete contract extensions for accuracy and a signature. Process petitions, social security numbers, name changes and retain forms.
- Interprets university policies (e.g. repeats, honors, incompletes and Military Credits). Interacts with students, faculty, academic advisors, staff, and other universities through phone, emails and in person.

*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

A high school diploma or GED and three years (FT) of related work experience OR, two years of post-secondary education and 1.5 years of (FT) related work experience OR, a bachelor's degree in a related field and 6 months (FT) of related work experience. Excellent interpersonal, verbal and written communication skills. Writing and editing skills. Ability to calculate basic math. Thorough knowledge and skills to utilize current office equipment and a variety of complex software packages. Demonstrated skills/knowledge of additional software may also be required. Ability to maintain accurate records.

**V. WORKING CONDITIONS**

Typical office environment.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

None

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

None

**VIII. JOB SERIES**

11200

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*