

**Records Coordinator  
Birmingham-Southern College  
Job Description**

**Position Summary:** The Records Coordinator is responsible for maintaining student records and course data on the campus student information system.

**Essential Responsibilities:**

- Monitor grade entry and enter individual grade changes.
- Enter course schedules for all programs, interim prospectus, contracts, and independent studies.
- Enter transfer credit for exemption credit
- Assist in registration activities; process schedule changes and withdrawals.
- Maintain changes to student records; address, major declarations, advisor change, grade changes.
- Process computer requests for faculty, staff and students using Datatel query language. Works closely with Dean of Records in reporting data for information purposes.
- Responsible for soliciting grades from faculty, providing rosters to faculty, student transcripts to faculty, midterm and final grades to students, midterms to advisors.
- Answer phone and assist students, faculty, staff and alumni at service window
- File and organize grade sheets and grade change forms, notify students of grade changes.
- Assist in commencement activities
- Process transcript requests and enrollment verifications

**Secondary Responsibilities:**

- Serves as contact person for the Birmingham Area Consortium for Higher Education (BACHE) program for BSC; processes registration and grade sheets from member institutions.
- Responsible for training new users of student information system as directed by Dean of Records.
- Responsible for updates to electronic version of college catalog in the student system.
- Create ACS Turkey Program transcripts and send to home institutions.

**Education/Experience**

High school diploma or equivalent required. Task oriented, excellent interpersonal skills, and good phone etiquette. Proficiency in word processing, and familiarity with the Datatel query language for data retrieval.

**Organizational Relationships**

The Records Coordinator receives direction from the Dean of Records. This individual has frequent contact with students, faculty and staff and occasional contact with the general public.

**FLSA Classification:** Non-exempt

**IPEDS Classification:** 2B3