



American Samoa Community College
Student Services Division/Records Department
IN-HOUSE EMPLOYMENT OPPORTUNITY

Position Title: **Student Records Technician**
Employment Status: Full Time 12 months (Career Service)

General Description:

The Student Records Technician is directly under the general supervision of the Records Officer/Registrar. He/she assists in all work related to registration, student records, and the disposition of the functions of the Records Office. The successful candidate for this position will record all new admission files received from the Admission Office and activities in the Records Office, coordinate and maintain student records, provide work direction in related areas to assigned staff when necessary, and perform related duties as assigned.

Responsibilities and Duties:

Administrative

- Assist with transcript request evaluations and verifications.
- Assist with the integration of the Student Records Management Plan
- Participate in degree evaluation activities.
- Maintain an up-to-date comprehensive knowledge of the Records programs and procedures.
- Participate in the continual interaction with students and interested persons requesting assistance and information by mail, telephone or in person.
- Maintain student records and documentation
- Monitor and review office operations for accuracy and compliance with appropriate policies and procedures (i.e. federal and local regulations including FERPA and immigration) and resolve related problems as they arise.
- As needed or assigned, may be responsible for special short term or ongoing projects that require planning, coordination, and supervision.
- Provide service window relief.
- Serve as a resource to students, staff and others regarding policies and procedures governing the Records office, and the Academic Affairs department as a whole.
- Participate in the registration process
- Assist in ASCC recruiting efforts, new student orientation, and transfer evaluations.

Technical

- Provides written progress (bi-weekly, annually) reports.
- Verify, update, post and file registration, add/drop withdrawals from class, and other related forms into the computerized student information system during registration periods and as needed

Reporting

- Perform other duties as assigned by Registrar/Records Officer or Dean of Student Services

Minimum Qualifications:

- Associate degree
- A combination of work experience including training and education, may be substituted for degree
- Four to five years of demonstrated experience in knowledge of applicable laws, policies, organization and structure
- Professional knowledge in federal laws regarding student records management
- Comprehensive knowledge of computers and technology including Ellucian/Datatel Student Information Systems
- Skills and abilities pertaining to analysis, assessment and evaluation, written and oral communication, planning, problem identification, conflict resolution, interpretation of policies and analyses, advising and counseling of students, scheduling, filing and maintenance of records, etc as outlined in position review
- Able to speak both English and Samoan

Salary Range: GS-10/03-06: \$22,297.00 - \$25,027.00 per annum

Application Deadline: July 14th, 2023 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at www.amsamoa.edu/employmentopportunities or by emailing ascchumanresources@amsamoa.edu.

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