



ANNOUNCEMENT OF POSITION VACANCY

Records Manager

SUMMARY: Reporting to the Associate Registrar – Graduation, Records, and VA, the Records Manager is responsible for records management and processing transcripts and other requests, monitoring daily scanning, training student workers, and performing customer service responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

- Manages daily transcript processes, legal requests, name changes, deceased student notification, immunizations, degree verify, and other applicable processes as needed.
- Monitors document scanning into the student information system for recently submitted documents.
- Trains, supervises, and schedules student employees for data entry/processing of specialized functions within this position.
- Communicates with other departments involved in the records and graduation functions to resolve problems, facilitate processes, and ensure completeness of student academic records.
- Develops and maintains written policies and procedures for assigned areas of responsibility.
- Maintains knowledge of the Family Education Rights and Privacy Act (FERPA) and assists in campus training and presentations.
- Maintains knowledge of academic regulations and graduation requirements through the various curriculum and policy committees.
- Maintains current knowledge of all functions of the Registrar's Office. Assists in the establishment and implementation of Registrar's office policies and ensures compliance with established practices.
- Provides general office and back-up coverage for services as assigned by the Assistant Registrars and assumes front counter duties, as needed. Supports off-campus centers as necessary.
- Supervises student employees.

REQUIRED:

- an earned Bachelor's degree from a regionally accredited four-year college or university
- demonstrated customer service skills
- detail-oriented
- ability to deal diplomatically and professionally with people at all levels
- ability to manage multiple priorities and meet deadlines

DESIRED: Preference given to candidates with experience in higher education or related professional environment, with excellent interpersonal skills, and with high-level computer skills.

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Full-time administrative appointment.

SALARY: \$36,000.00 to \$38,000.00 annually, commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by June 23, 2017.

APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, at least one of whom is a current or previous supervisor, whom we may contact, and the following completed forms:

- [Applicant Authorization to permit Search Committee members to review candidate transcript](#)
- [Applicant Disclosure Form](#)
- [Applicant Background Check Authorization Form](#)
- [Voluntary Affirmative Action form](#)

Mail to:

Records Manager Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: (970) 248-1820

OR Email to: CMUJobs@coloradomesa.edu.

If using this method of application, please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. **Electronic application materials must be submitted as a .pdf or Word document** (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste into the body of your email; send as attachments.

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.

Pos#203

Search #1865