

Job Description

Department of Academic Records and Operations

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**Knowledge, Skills and Abilities**

- Possess excellent oral and written communication skills.
- Demonstrate an ability to work under pressure.
- Exhibit strong interpersonal skills in working with students, staff and faculty.
- Possess experience in the operation of computers and a general knowledge of manipulating computer programs (i.e. BANNER, Microsoft Word, Excel, PowerPoint)
- Possess excellent organizational and planning skills.
- Able to understand and follow departmental policies, procedures and regulations

**Minimum Hiring Standards**

Education	BS or BA degree required.
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