



Savannah State University Position Description – Document Control Specialist

POSITION DESCRIPTION

Position Title: Document Control Specialist FLSA Status: Nonexempt
Reports to: Assistant Director of Admissions for Operations
Division: Admissions
Date Prepared: August 2010

BASIC FUNCTION

This position is responsible for organizing, scanning, and logging all incoming correspondence and ensuring that all documents are accurately entered and correctly loaded into Banner for application processing.

NATURE & SCOPE

Reporting to the Assistant Director of Admissions for Operations, the Document Control Specialist provides scanning and data entry support for the Office of Admissions.

The position is the initial point of contact for all documents that are submitted to the Admission's Office. All documents will be examined for completeness. In addition, this position will generate quality control reports on a weekly basis to ensure data system integrity.

The incumbent maintains important tracking/scanning document records, logs/scans incoming correspondence and enters admission application data into Banner.

This position is available to assist and support in other administrative areas as assigned.

PRINCIPLE ACCOUNTABILITES

- Organizes, scans all, enters all incoming documents into Banner student records.
- Runs weekly quality control reports to ensure accuracy.
- Works with admission system analyst to identify and resolve duplicate student ID numbers in Banner
- Assists with resolving errors displayed on ADM reports.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Post secondary degree required, a four-year college degree preferred. Computer proficiency, familiarity with SCT/BANNER is preferred. Excellent organizational, interpersonal and communication skills are required.