



Savannah State University Position Description – Recorder I

POSITION DESCRIPTION

Position Title: Recorder I FLSA Status: Nonexempt
Reports to: Registrar
Department: Registrar
Date Prepared: June 2003

BASIC FUNCTION

This position provides prospective graduates with an accurate evaluation of their course curriculum (major, minor, electives and core). It also acts as counsel to prospective graduates answering questions or addressing discrepancies they may have concerning their evaluation. The Registrar's Office is responsible for the verification of each student's completion of his/her requirements for graduation.

NATURE & SCOPE

Reporting to the Registrar, the Recorder I is focused on ensuring that prospective graduates have accurate information and evaluation regarding their course curriculum. The purpose of this evaluation is to ensure that a student has met all requirements to receive a degree. That includes coursework, credit hours and cumulative average.

This position serves an advisory role with prospective graduates to help with issues and problems.

The incumbent is heavily involved with registration and drop/add, and graduation and is available to assist in other areas as they may be assigned.

PRINCIPAL ACCOUNTABILITIES

- Evaluates prospective graduates for May and December graduations.
- Counsels prospective graduates, answering questions or handling discrepancies.
- Assists with registration and drop and add.
- Assists with answering the telephone and customer service.
- Assists with graduation ceremony.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires two years of college or vocational/technical school.