



Savannah State University Position Description – Recorder II

POSITION DESCRIPTION

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

BASIC FUNCTION

This position is responsible for maintaining accurate records for both current and previous students.

NATURE & SCOPE

Reporting to the Registrar, this position is accountable for verifying all data before entering into the permanent record files to ensure that accuracy is maintained at all times.

This position is focused on student records of current and previous students and is contacted for information when this type of information is needed within the Savannah State community, as well as outside Savannah State such as the HOPE Scholarship.

This position assists with registration and other areas as may be assigned.

PRINCIPAL ACCOUNTABILITIES

- Processes grade changes, previous quarter's incompletes and not reported grades.
- Provide GPA's for registered organizations on campus and the Hope Scholarship.
- Update academic records for students who are readmitted to the college.
- Finalize academic records of graduating seniors and maintain vault copies of their folders.
- Records transient credits, GRE and CLEP scores to student records.
- Assists with registration and other duties as assigned.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

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