Records Coordinator  
Registrar’s Office

McDaniel College, recognized nationally among “Colleges that Change Lives” and U.S. News and World Report top-tier liberal arts colleges, is a four-year private college of the liberal arts and sciences offering more than 60 undergraduate programs of study, including dual and student-designed majors, and over 20 highly regarded graduate programs.

McDaniel College invites applications for a Records Coordinator. At McDaniel College we value our employees by offering our full-time employees tuition remission, 403B retirement accounts with employer match, paid time off, medical insurance, flexible spending accounts, life insurance, and paid maternity and parental leave. Visit College website at http://www.mcdaniel.edu/employment for details.

Reporting to the Senior Associate Registrar, the Records Coordinator will perform professional duties to assist in accomplishing the mission of the Registrar’s Office. The Records Coordinator will oversee and process various data in the maintenance of student records. This position is fully cross-trained with the Office Manager position to assist with coverage during peak times or absences.

Basic Responsibilities
- Process transcript requests
- Develop and maintain forms
- Maintain work flow processes
- Maintain procedures manual
- Process grade changes
- Assist with midterm and final grade submissions
- Post academic probation and dismissals
- Poster certification statements
- Prepare for Commencement
- Process entry and revision of student information
- Record retention
- Work cooperatively with co-workers and other offices
- Perform other duties as assigned

Qualifications
- High school diploma or equivalent required; bachelor’s degree preferred
- Experience working in higher education; experience in Registrar’s Office preferred
- Knowledge of data management systems; experience with Ellucian Colleague preferred
- Strong oral and written communication skills
- Strong interpersonal skills
- Strong organizational skills with attention to detail
- Ability to work effectively in fast-paced, dynamic work environment

To Apply
Please send a cover letter addressing position qualifications and related experience, resume, and the names and contact information of three professional references using the following link: http://www2.mcdaniel.edu/jobs/ Review of applications begins March 21, 2016.

McDaniel College, an equal opportunity employer, does not discriminate in the recruitment, admission, and employment of students, faculty, and staff in the operation of any of its educational programs and activities. McDaniel College will not tolerate any discrimination or harassment on basis of any protected status including race, religion, color, national origin, disability, age, sex, sexual orientation, pregnancy, military status, genetic information, marital status, veteran’s status or any other legally protected status.