UNIVERSITY OF SOUTHERN CALIFORNIA
Student Information Technician I
Job Code: 137007

Grade: D
OT Eligible: Yes
Comp Approval: 10/18/2013

JOB SUMMARY:
Inputs student data and maintains student records database.

JOB ACCOUNTABILITIES:
*E/M/NA % TIME

_____ _____ Assists individuals requesting information by telephone, mail, and/or in person. Routes calls or takes messages as necessary.
_____ _____ Inputs, edits or ensures correctness of data or standard departmental documents.
_____ _____ Maintains records, checks data and/or prepares standard reports.
_____ _____ Releases confidential information following established policies and procedures.
_____ _____ Inform students and parents in person or by telephone of standard options and procedures. Refer complex issues to appropriate counselor.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: ☐ No
☐ Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:
Minimum Education: High school or equivalent
Minimum Experience: 6 - 12 months
Minimum Field of Expertise: General office
Preferred Education:
  Associate's degree

Preferred Experience:
  1 year

Preferred Field of Expertise:
  Student Services

Skills: Administrative:
  Answer telephones
  Edit routine documents
  Establish filing systems
  Gather data
  Input data
  Maintain filing systems
  Research information

Skills: Machine/Equipment:
  Calculator
  Computer network (department or school)
  Computer network (university)
  Personal computer
  Photocopier
  Typewriter

Supervises: Level:
  May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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