UNIVERSITY OF SOUTHERN CALIFORNIA
Student Records Technician II
Job Code: 137023

Grade: D
OT Eligible: Yes
Comp Approval: 9/9/1993

JOB SUMMARY:
Inputs student data and maintains student records database. Researches and responds to inquiries and requests for information.

JOB ACCOUNTABILITIES:
*E/M/NA % TIME

_______ _______ Sets up and maintains files and records which may contain confidential student information.

_______ _______ Inputs, edits or ensures correctness of data or standard departmental documents.

_______ _______ Assists individuals requesting information by telephone, mail, and/or in person. Routes calls or takes messages as necessary.

_______ _______ Releases confidential information following established policies and procedures.

*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

Skills: Administrative:
Answer telephones
Edit routine documents
Establish filing systems
Gather data
Input data
Maintain filing systems
Research information
Understand and apply policies and procedures

Skills: Machine:
   Computer Network (Department or School)
   Computer Network (University)
   Personal Computer
   Photocopier
   Typewriter
   Word Processor

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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