UNIVERSITY OF SOUTHERN CALIFORNIA

Academic Records and Registration Coordinator

Job Code: 137115

Grade: H
OT Eligible: Yes
Comp Approval: 1/1/2007

JOB SUMMARY:

Provides information to graduate or undergraduate students and academic units regarding curricula, university policies and procedures and transfer work related to degree requirements for graduation. Provides accurate degree progress evaluation.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ ____ Prepar es and maintains accurate degree progress summaries for graduate or undergraduate students. Prepares credit summaries for work taken at USC and other domestic institutions.

______ ____ Provides technical information to students relating to the application of transfer credit and the completion of degree requirements.

______ ____ Updates student record computer system and generates requested documents or reports. Verifies student information as requested.

______ ____ Responds to questions from students and/or staff regarding established procedures governing one or more of the following areas: registration, course scheduling and availability, degree checks, transcripts, diplomas, academic status, petitions or financial aid.

______ ____ Maintains a thorough working knowledge of University curricula practices, policies and procedures as well as of the transferability of course work taken at domestic institutions.

______ ____ Counsels students on issues regarding transfer credit evaluations and degree requirements. Provides alternative and solutions or directs students to the appropriate University unit for resolution. Prepares backup material and documentation for student petitions as needed.

______ ____ Assists in the update of department's policy and procedure manual. Trains staff members.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

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

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No
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:**
- Bachelor’s Degree

**Minimum Experience:**
- 6 - 12 Months

**Minimum Field of Expertise:**

**Preferred Field of Expertise:**
- Student Services

**Skills: Administrative:**
- Compose letters
- Conduct meetings
- Coordinate work of others
- Gather data
- Prioritize different projects

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conceptualization and design
- Conflict resolution
- Consulting
- Counseling
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Lead/Guidance Skills
- Mediation
- Networking
- Organization
- Planning
- Problem identification and resolution

**SIGNATURES:**

Employee: _____________________________________  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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