

Classification Specification: Records Management Coordinator

Classification Number: 63271
Effective Date: April 4, 2014

Pay Grade:
Current Exemption Status: Nonexempt

Position Summary

Manages a system of data collection and records maintenance for a department, school or other University office, including both computerized and hard copy records. Evaluates and maintains records in management system or database. Facilitates major coding and distribution of materials. Responds to inquiries or requests for information.

Essential/Primary Duties

- Scans and indexes forms and prepares documents for inclusion in digital imaging system.
- Collects and maintains official records and supporting documents.
- Monitors records management policy and procedures for updating data and records.
- Processes updates to records after determining appropriate application of University policy. Processes appeals for substitutions and exceptions to records.
- Researches problems or discrepancies in records and recommends solutions. Maintains confidentiality of records in accordance with state and federal laws and University policies.
- Assists with development and testing of procedures related to record maintenance and the implementation of computerized systems. Reviews reports and monitors data in order to ensure integrity of record data and files.
- Responds to inquiries and requests for information and explains University record keeping policies and procedures.
- Provides general office support as needed. May hire and supervise student workers.

Experience and Education

Experience

- Three months related experience required

Education

- High school diploma or GED required

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback.