



University of Houston-Downtown Job Description

Job Title: Coordinator, Records
FLSA Category: Exempt
Grade: 23
Job Code: 2452

DUTIES

Job Summary: Verifies, updates and disseminates data used for institutional research. Processes student records requests.

Duties and Responsibilities:

- Maintains student permanent records and processes student records requests
- Responds to all public and administrative inquiries
- Processes subpoenas and reconciles student records
- Advises students and parents on residency status/ documentation requirements and approves residency reclassification
- Prepares student records data for presentations and reports

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: Baccalaureate Degree
Experience: Minimum of three (3) years
Licenses/Certification: None required

PHYSICAL DEMANDS

Environmental Conditions

Working conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort: Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk: Work environment involves minimal exposure to physical risks.