

# **DRURY UNIVERSITY JOB DESCRIPTION**

**JOB TITLE:** Records Analyst/Scanner Technician

**DEPARTMENT:** Registrar

**DATE:** May 2014

**SCHEDULE:** Flexible, Monday-Friday, 9 to 20 hrs/wk

**FLSA:** non-exempt

**REPORTING SUPERVISOR:** Academic Records Specialist

**JOB FUNCTION:**

Supports the Registration and Records office by reviewing student records and transcripts for scanning in Image Now system and determining key information for setting up computer master files.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	30%	Ongoing	Reviews documents in student files to determine what permanent records must be indexed and scanned to Image Now system.
2.	30%	Ongoing	Use scanner and Image Now software to scan documents and for archival into Image Now indexing system and proofreads all documents for legible printed images..
3.	10%	Ongoing	Using a personal computer search for current information to ensure record accuracy when filing.
4.	10%	Ongoing	Files documents in student folders with 100% accuracy.
5.	10%	Ongoing	Maintains documents in a secure and protected manner for perfect scanning condition.
6.	10%	Ongoing	Works with Academic Records Coordinator to follow project protocol.

**MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to use a personal computer and Image Now software to prepare and maintain information
2. Ability to understand Drury University records retention policies.
3. Ability to maintain manual and computerized filing systems.
4. Ability to concentrate when filing and scanning records.
5. Ability to maintain confidential information.
6. Ability to understand instructions for filing and computer procedures.
7. Ability to organize and prioritize workload efficiently and in a timely manner in order to complete job responsibilities.
8. Extreme attention to detail for record accuracy and completeness
9. Must be able to read, write and understand English.
10. Must have the ability to use a p.c. and scanner
11. Must be able to proof documents.
12. Must be able to use other office equipment
13. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
14. Must have a completed FAFSA on file with the Financial Aid Office for the current academic year.

**WORK CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL REQUIREMENTS:**

Ability to bend, squat and lift boxes of paper. Ability to sit for extended periods of time, entering computer data and viewing computer monitor.

Z: Job Descriptions/student/Registrar/Records Analyst/Scanner Technician jd cp 11-30-07