

Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00333	Pay Grade:	8
JD Title:	Supervisor Student Records	JD FTE Hours:	35
Job Family:	Registrar		

General Description

Responsible for overseeing the operation of registration and record keeping procedures within the student records area of the department. Ensures the availability and delivery of information required for the University to perform graduate academic, enrolment, and reporting functions. Oversees the daily review of graduate student records.

Representative Duties & Responsibilities

- Oversees all student record activities including data maintenance and deadlines for study demographic, academic, and enrolment records.
- Review, analyze, and provide recommendations on the planning and direction of the departments academic records, systems, and services.
- Manage databases on varying platforms.
- Review error reports and investigate causes of errors in data uploads.
- Responsible for enrolment status changes including withdrawal records, grading, petitions for class changes, program extensions, transfer credits, and grade extensions according to established regulations and procedures.
- Ensure the accuracy and quality of student records data required for internal and external reporting.
- Collaborate with others to define and document business requirements for workflow processes.
- Review, update, and maintain all student record procedure documentation.
- Provide advice on student records events and activities.
- Write a variety of documents such as letters, correspondence, procedure documents, and reports.
- Write and modify queries to verify records, access data, and generate reports.
- Import and export data from database applications.
- Troubleshoot and resolve system problems.
- Generate the annual student convocation list and verify student information.
- Respond to inquiries that are specific in nature requiring knowledge of established policies and procedures.
- Provide regulatory and procedural information to staff and students.
- Review a variety of documents for completion and accuracy.
- Maintain filing systems, both electronic and hard copy.
- Maintain and safeguard confidential student information.

Supervision

- Supervise and direct the activities of up to 4 continuing employees.

Qualifications

- 3 year Community College diploma in Computer Technology or related field.
- Requires 4 years of relevant experience, including one year of supervisory experience.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to input data into databases, write and modify queries, and word process a variety of documents.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
 - Collecting routine information, word processing routine documents, and inputting data into databases.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Manage databases on varying platforms.
 - Import and export data from database applications.
 - Writing and modifying queries to verify records, access data, and generate reports.
 - Troubleshooting and resolving system problems.
 - Reviewing error reports and investigating causes of errors in data uploads.
 - Reviewing, analyzing, and providing recommendations on the planning and direction of the departments academic records, systems, and services.
 - Collaborating with others to define and document business requirements for workflow processes.
- Elements of high mental effort are not a regular feature of this job.

Working Conditions

Physical Environment:

- There are no particularly unpleasant elements inherent in the job.

Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently handles competing requests.

Health & Safety:

- There are minimal health and safety risks inherent in the job.

Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	JD00333	Pay Grade:	8
JD Title:	Supervisor Student Records	Total Points:	520
Job Family:	Registrar		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	4.0	83
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.5	17
	4. Interpersonal Skill	3.0	39
	5. Education and Experience	D8	72
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	4.0	64
	10. Responsibility for Others	4.0 ^{Full}	78
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	3.0	66
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5