



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 #:	JD00411	Pay Grade:	5
JD Title:	Student Records Clerk	JD FTE Hours:	35
Job Family:	Data Management		

General Description

Responsible for the maintenance of graduate enrollment and academic records. Responds to department and student requests regarding student records.

Representative Duties & Responsibilities

- Review graduate student record petitions to ensure that decisions meet University regulations.
- Maintain and update a variety of records such as academic, enrolment, demographic, and supervisor information.
- Monitor special academic or disciplinary records involving probationary program status or enrolment suspension.
- Review grade submissions, milestone completions, program changes, status changes, and transfer credits from faculties and departments to ensure that the documents and data comply with established regulations and reporting standards.
- Deal with students who feel that their needs have not been met at the program office level or who are attempting to circumvent standard procedures.
- Write a variety of documents such as correspondence and reports.
- Develop presentations and present information to graduate program representatives.
- Provide regulatory and procedural information to others.
- Greet visitors and respond to inquiries that are specific in nature requiring knowledge of policies and procedures.
- Gather, compile, review, and distribute enrolment data.
- Reconcile data for government reporting purposes.
- Review biographic and demographic data changes and ensure that the appropriate documentation is received.
- Update, maintain, and review information in a variety of databases, spreadsheets, and files.
- Track outstanding graduation requirements.
- Record degree completions and degrees to student academic records.
- Review and edit graduation lists.
- Provide assistance with logistical needs during convocation.
- Set up and maintain filing systems, both electronic and hard copy.
- Assemble, copy, collate and distribute documents.
- Maintain and safeguard confidential student information.

Supervision

- Ensure adherence to quality standards and procedures for short-term staff and volunteers.

Qualifications

- 2 year Community College diploma in Office Administration or related field.
- Requires 3 years relevant 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 process documents and enter data into databases and spreadsheets.
- 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 consists of up to 2 hours of 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:
 - Reviewing graduate student record petitions to ensure that decisions meet University regulations.
 - Reviewing grade submissions, milestone completions, program changes, status changes, and transfer credits from faculties and departments to ensure that the documents and data comply with established regulations and reporting standards.
 - Responding to inquiries that are specific in nature requiring knowledge of policies and procedures.
- 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 and multiple or simultaneous deadlines.

Health & Safety:

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

Job Description Rating Sheet

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JD #:	JD00411	Pay Grade:	5
JD Title:	Student Records Clerk	Total Points:	387
Job Family:	Data Management		

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	2.0	12
	4. Interpersonal Skill	2.5	31
	5. Education and Experience	D3	60
	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	2.0	28
	10. Responsibility for Others	2.0	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	2.0	39
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5