



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>POSITION:</b>	Sr. Records Officer (Technical)
<b>LOCATION:</b>	Office of Enrollment Services
<b>REPORTS TO:</b>	Director of Records
<b>WORK SCHEDULE:</b>	35 hours per week, normally Monday through Friday Evening and weekend work required as assigned
<b>GRADE:</b>	CCRIPSA 11
<b>SUPERVISES:</b>	Professional, clerical staff and/or student staff

**CCRI Mission:**

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

**JOB SUMMARY:** With an understanding of records/registrar office policies and procedures, provide technical support for the activities of Office of the Registrar and Office of Enrollment Services as directed.

**DUTIES & RESPONSIBILITIES:**

- Serve as the technical coordinator for the DegreeWorks degree audit system, including, maintaining, & updating program/curriculum requirements using the DegreeWorks "Scribe" programming language.
- Test new upgrades to DegreeWorks as new versions become available to the college.
- Respond to user needs relating to information flow and inquires on DegreeWorks entries. Plus, identify training needs and prepare training manuals related to DegreeWorks.
- Serve as the technical coordinator for the CollegeNet 25Live Event Scheduling System, LeapFrog CourseLeaf Section Scheduler software, and emerging records related software.
- Assist the Director with any issues and upgrades related to Banner Student Information System.
- Serve as part of the Records Department team on projects related to degree completion and graduation. Work with IT to manage and coordinate completion of degree audits for student planning to graduate each semester.
- Coordinate and implement various projects as assigned by the Director of Records.
- Coordinate the reporting of enrollment and graduation data to the National Student Clearinghouse.
- Serve as a liaison with admissions, advising & counseling, academic departments and other offices on issues related to the records department.

**Knight Campus**

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

- Identify, research, and recommend enhancements to office procedures and policies and implement as approved.
- Assist in coordinating records activities with the functions, policies and procedures of other administrative offices, academic departments, the Marketing and Communications Department, committees and personnel.
- Represent the records department on various committees, as assigned by the director.
- Manage data using various reporting tools, pivot tables, etc. as requested by the director.
- May work some evening/non-standard hours.
- Supervise, train and evaluate student staff as needed.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others and provide quality customer service in a diverse and inclusive environment.
- Other related duties as assigned.

#### **LICENSES, TOOLS AND EQUIPMENT:**

- Various office equipment which may include computers, typewriters, telephones, copy and fax machines, calculators, etc.
- Must have access to and use of own transportation.

#### **ENVIRONMENTAL CONDITIONS:**

- This position is not substantially exposed to adverse environmental conditions.

#### **QUALIFICATIONS:**

- Bachelor's degree preferred or Associates degree plus ten years of successful work experience in records and enrollment services at a college/university required.
- Advanced knowledge of various software; such as Excel, ARGOS reporting tool, and SQL programming helpful.
- Knowledge of student information systems required - Ellucian Banner ERP - enterprise resource planning software and DegreeWorks degree evaluation software required.
- Knowledge of 25Live event scheduling software preferred.
- Demonstrated ability to represent the College positively and effectively with prospective students, faculty, staff, alumni, media, and the public.
- Demonstrated ability to write and speak effectively.

#### **CCRI is an Equal Opportunity / Affirmative Action Employer.**

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, [ecanning@ccri.edu](mailto:ecanning@ccri.edu).

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here: <http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>