ACADEMIC RECORDS DATABASE ADMINISTRATOR

Brescia University, a small Catholic Liberal Arts University located in Kentucky is searching for a full time Academic Records Database Administrator. The position is responsible for maintaining student academic records including class enrollment and changes, transcript requests, and report cards for the Office of the Registrar. Will work closely with Admissions, students, and faculty.

Qualifications are:

- High school graduate or equivalent, Associate's degree preferred

- 2 years of office experience using Microsoft Word and Excel

- Strong communication and interpersonal skills; will present information to students, alumni and employees of the University

- Be able to maintain strict confidentiality and comply with the Family Education Rights and Privacy Act (FERPA)

Responsibilities are, but are not limited to:
- Maintain student academic records that includes class enrollment, transcript requests, and grade notifications;
- Processes class drop/add and withdrawal forms;
- Prepares and distributes student report cards and grade entry documents;
- Responsible for reconciling and communicating student registration and class lists;
- Assists with graduation responsibilities that include printing transcripts, inserting diplomas into folder, and mailing diplomas, when necessary.

Submit a resume to HR@Brescia.edu or mail to:
Brescia University
PR#24-17
717 Frederica Street
Owensboro, KY 42301

BRESCIA UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER
Diverse candidates urged to apply

This employer participates in the Electronic Employment Verification Program. In compliance with federal law, all persons hired at Brescia University are to verify identity and eligibility to work in the U.S. and to complete the required employment eligibility verification form upon hire.