



Records Management Associate

Family: Records Management	Sub Family: Generalist	Level: TAS 2
Job Code: RECMGMTACADTAS2	Job Series: 33102	FLSA Category: NON-EXEMPT

Job Family

Records Management: Oversees file storage and records management. Organizes, converts, and integrates files for storage. Locates and retrieves records as requested.

Sub Family

Generalist: Oversees file storage and records management. Organizes, converts, and integrates files for storage. Locates and retrieves records as requested.

Job Responsibilities

- Provides customer service to students, staff, faculty, and others in the University community by responding to customer requests and inquiries regarding forms, records, data and/or University requirements and procedures.
- May lead and/or supervise TAS staff and/or student employees.
- Maintains a system of data collection such as a records database management system.
- Reviews, interprets and/or analyzes data and/or information. Makes decisions regarding data based on identified criteria such as evaluating admission documents.
- Prepares, processes, and maintains records and files relevant to department and operational needs such as student applications, grade reports, or graduation reports.
- Abstracts information from records for completion of forms and requests. Evaluates materials for completeness and accuracy and resolves problems.
- Develops and revises forms and procedures to accommodate changes related to processing, maintaining, and storing data.
- Generates, compiles, and distributes data reports in accordance with established procedures.
- Serves as primary contact for release and protection of confidential and sensitive records.
- Audits processes in department to ensure compliance with policies and standards.

Role

- Works under limited supervision in performing job responsibilities.
- Applies technical or process knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge.
- May supervise or oversee the work of student employees.



Impact and Complexity

- Performs job responsibilities working within guidelines or traditional practice. May organize, set priorities, schedule, and review work of student workers or volunteers. Exercises judgment in prioritizing, planning, and organizing own work within time, process, and results requirements; has some flexibility to modify workflow based on need and circumstances.
- Decisions made address non-routine questions and situations, often requiring investigation and/or research of precedents. Demonstrates ability to triage conflicting priorities and handle sensitive situations with tact and diplomacy.

Requirements

Knowledge of standard practices, procedures, and tools of records management typically obtained by a high school degree or GED or equivalent and a minimum of 2 years related records management experience. An equivalent combination of education, training, and experience is acceptable. Specific knowledge, certifications, and licensure will apply at the position level.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.