Records Office Assistant (OAS)
TEMPORARY 3-months, Full-time

Job ID: 46642  Posting Date: June 18, 2021

JOB DUTIES:
The Records Office Assistant is responsible for providing support to the records office to ensure efficient operations. Duties include:

• Image documentation to student electronic files.
• Process student registrations.
• Process transcript requests.
• Answer and return phone calls as needed.
• May assist switchboard by answering phones during absences as well as sort mail.
• Other duties as assigned.

Position is temporary for at least three months but may be extended for up to an additional nine months.

SHIFT:  Day shift; Monday through Friday, 8:00 am – 4:30 pm

MINIMUM QUALIFICATIONS:
• Knowledge of English sufficient to 1) perform the job duties as described above using reading, writing, and speaking skills; 2) communicate effectively with internal and external customers; and 3) understand and be understood during in-person, email/written, and phone interactions with others.
• Ability to use customer service skills on the phone, in person, and online to provide general and specialized office support (this requires common courtesy, tact, interest in positive problem solving, empathy, and the ability to organize ideas logically).
• Skill in data entry sufficient to compile, sort, and verify data accuracy before entering it.
• Ability to input data quickly and accurately and check for completeness, accuracy, and discrepancies.
• Ability to work in a seated or standing position for extended periods of time.
• Ability to use a keyboard to enter electronic data for extended periods of time.

PREFERRED QUALIFICATIONS:
• Associate’s degree.
• Experience in a student services or academic affairs department.
• Familiarity with the Family Education Rights and Privacy Act (FERPA) regulations.
• Knowledge of Minnesota State policies and procedures.
• Ability to work with a diverse group of people.

APPLICATION PROCEDURE:
Apply online at www.mn.gov/careers/ and search for Job ID #46642. You may attach a cover letter and resume if desired. Paper applications/resumes will not be considered. Questions about the position may be directed to Erica Gelo at (218) 879-0746 or erica@fdltcc.edu.

DEADLINE TO APPLY: July 9, 2021; Priority will be given to applications received on or before June 24, 2021

Notice:  In accordance with the Minnesota State’s Vehicle Fleet Safety Program, employees driving on college business who use a rental or state vehicle shall be required to conform to Minnesota State’s vehicle use criteria and consent to a Motor Vehicle Records check.

Fond du Lac Tribal and Community College is a member of Minnesota State and is an Affirmative Action, Equal Opportunity employer/educator committed to the principles of diversity. We actively seek and encourage applications from women, minorities, and persons with disabilities.