



## RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA  
Date created or revised: 9/20/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: No  
Campus Security Authority: No

Title: Senior Recorder/Advisor  
Status: Full-time (35 hours/week)  
Grade: 12  
Union Affiliation: PSA@RIC (Professional Staff Association)  
Reports To: Director of Records

### **PRIMARY PURPOSE:**

Manage the PeopleSoft academic advisement module including building, implementation, and maintenance of programs, majors, minors for the undergraduate students. Monitor student progress toward degree completion and conduct the final degree audit. Administer academic policies related to graduation honors, academic dismissal, and probation. Provide information on college policies and procedures to administrative offices and other members of the college community.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

#### Essential Job Functions:

- Build, implement, and maintain the college's PeopleSoft academic advisement module.
- Monitor degree audits to completion (additions, course substitutions, change of major, withdrawals, failures, etc.); perform final degree audits of students who apply for graduation, providing notification of outstanding degree requirements. Meet with students who have questions or concerns about their audit and progress towards graduation.
- Assist academic advisors, chairs, faculty, staff, and students on how to read, interpret, and use the academic advisement report including degree, major and general education requirements.
- Meet with individual students, faculty, staff and chairs, and deans who have specific questions regarding academic policies and procedures or questions.
- Evaluate student academic standing for the purposes of probation and/or dismissal from the college and provide in-person advisement as requested or needed.
- Serve as the secretary to the Academic Standing Committee: create agendas; schedule meetings; serve as a resource for the petition process including meeting with and advising students who wish to file; notify students of action taken; work closely with Records staff on student record updates in PeopleSoft.
- Maintain confidentiality of student records and meetings with students in accordance with FERPA laws and regulations.
- Serve as a Designated School Official (DSO) and process I-20s for international students as assigned by the director.

#### Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Director of Records.

### **REQUIRED QUALIFICATION STANDARDS:**

Education:

Bachelor's degree.

Experience:

Two years of experience with academic advising and/or student records in a higher education institution.

Skills, Knowledge and Abilities:

- Fundamental understanding of FERPA laws and regulations.
- Proficient computer skills.
- Excellent communication skills (both written and oral) and effective interpersonal skills.
- Demonstrated analytical, planning, and organizational skills.
- Ability to work well with a variety of campus personnel, and function in a team-oriented environment.

**PREFERRED:**

- Master's degree.
- Experience with student system degree audit modules such as PeopleSoft.

**ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*