

# Transcript Specialist

This position is: OPEN

**Job Number:** 472 **Posted:** 4/29/2021 **Revised:** **Location:** St. Davids -- **Posting Type:** Staff

## Position Summary

The Transcript Specialist, as a member of the Registrar's staff, provides transcript service to students/alumni and maintains student data records.

This is a part-time position. 20 hours per week, 12 months per year.

## Responsibilities

### Position Responsibilities

1. Processes transcripts as requested by students and alumni utilizing Colleague and Parchment.
2. Answers phone inquiries and provides support to walk in requests.
3. Processes enrollment verification letters as requested by students.
4. Assists with filing and scanning.
5. Assists Office Manager in staff meeting hospitality set up.
6. Provides feedback to office manager on paper and supply needs as necessary.
7. Redirects student inquiries to the proper department at Eastern.
8. Manage Registrar Office mail and email when the Office Manager is away.
9. During peak periods, assists with data entry in Colleague for registration and add/drop.
10. Manages Parchment procedures by updating our website to clarify the ordering process and communicating with the Parchment representative when Eastern changes or updates our data system.
11. Embodies values of caring and compassion, justice and integrity, competence and affirmation.
12. Seeks to treat each member of the campus community with fairness, dignity and respect seeking a spirit of unity and harmony as we join together to achieve our common mission. 13. Provides excellent customer service to students, faculty, and co workers.

## Qualifications

Attention to detail and computer skills are essential. Excellent communication, interpersonal and organizational skills are required. Experience in a college office environment, including experience with data base management, is preferred. Must be able to lift up to 25 lbs. It is essential that the incumbent exhibits an understanding of, and support for, the University's evangelical Christian mission.

## About Eastern University

Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, Seminary, urban, professional and international programs. **Applicants should have a religious commitment compatible with its mission and be willing to support the mission and vision of the university.** The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.

## Background Checks

Standard University employees are required to complete the background clearance process. Employment is contingent upon the successful results of an employment background screening. The employment background screening may include but is not limited to your consumer credit history (for positions that work with the university finances or alumni funds only), verification of education and professional credentials, criminal history, driving history, residency, immigration status, performance, references, and other qualities pertinent to your qualifications for the following position.

Youth Clearances are required for positions with direct contact with children and essential personnel positions. Employees working with or around minor age children are required to complete the youth clearance process which includes the following four child protection clearances:

- 1) Affidavit;
- 2) FBI Criminal Record Check;
- 3) Pennsylvania Department of Human Services Child Abuse History Clearance and;
- 4) Pennsylvania State Police Criminal Record Check.

In accordance with state laws, Act 73 of 2007, Act 153 of 2014, Act 168 (relating to the Child Protective Services Law), school employees of Eastern University who will have "direct contact with children" must complete the background check process prior to employment. Results must be submitted within ten days of receipt.

## Description Disclaimer

This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned.