Title: Student Records Assistant III
Salary Range: $16.50 - $19.50 hourly rate
Contract Term Length: 12 Months
Standard Hours: 24.0 – Part-time
Work Location: On-Site
FLSA Status: Non-Exempt
College: Henderson Community College
Department: Student Affairs

Job Summary

The Student Records Assistant will assist in the successful maintenance of student records through performing registration functions, supporting daily operations, and communicating with students.

Job Duties:

* Process applications
* Monitor applications for fraudulent activity
* Oversee the digitalization of records documentation for the college
* Respond to student inquiries
* Maintains confidential materials associated with student records and faculty records.
* Demonstrates familiarity with computers and database programs; PeopleSoft, Microsoft Office (Word, Excel, PowerPoint).
* Other duties as assigned by the supervisor.

Minimum Qualifications:

• Associate degree or equivalent experience - two to three years of related work experience.
• Able to work independently and in a team environment.
• Professional, Dependable, Self-Starter, and Positive, to promote and support the workplace culture at HCC.

Preferred Qualifications:

* Customer Service experience
* Attention to detail
* Organized

Application Deadline: Open Until Filled; we will begin reviewing applicants on June 9, 2025.

Employee Rights - Employee Polygraph Protection Act
Equal Opportunity Employer - The Kentucky Community and Technical College System is an equal educational and employment opportunity institution.