



Academic Records Specialist

Job Code: 7587

Salary Grade: S08

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Provides centralized customer service in the processing of academic personnel transactions and management of the related relevant data within University policy.

- Reviews, researches, and approves personnel action forms; ePAF(s) and paper PAF(s). Enters relevant data into HR PeopleSoft for assigned departments.
- Researches actions on Banner, PeopleSoft, and the OU Directory systems. Makes updates as needed.
- Oversees annual updates and reports to department directory, instructor file, annual reports, Institutional Research and Reporting (IRR) audits, and purging process. Updates and maintains files and documents.
- Prepares correspondence regarding academic appointments, offers, and Board of Regents items.
- Sets up and maintains templates and database for merge documents.
- Prepares correspondence and supports co-workers with training, proofing, and answering questions.
- Consults with team lead and director as needed.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of experience in lieu of the Bachelor's degree for a total of 60 months related experience.

Experience:

Required: 12 months of related experience.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Proficient in Microsoft Office
- Detail oriented for accuracy of data and information
- Able to communicate well and build rapport quickly with students, faculty, and staff
- Excellent customer service
- Highly organized with great attention to detail
- Experience with a Multi-line telephone system

Working Conditions

Physical:

Ability to engage in repetitive motion and communicate effectively.

Environmental:

Standard office environment.

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