

Job Classification: Exempt, Full-Time Staff

Work Schedule: Monday – Friday, 8 AM – 5 PM

Location: Manhattan, Kansas Campus

Compensation: Pay Grade 11 (\$47,288 - \$76,844); Median pay: \$59,111

Reporting Relationship: Director of Institutional Effectiveness

Primary Accountabilities:

Manages student academic records, credential evaluation, and institutional reporting to ensure data accuracy, compliance, and student success.

Key Duties:

- Serves as the institutional authority over student academic records, overseeing registration, enrollment verification, transcript processing, and the maintenance of official academic history.
- Evaluates and approves transfer credit, prior learning, and credential equivalencies, and oversees degree audits and graduation certification.
- Ensures FERPA compliance, data security, and data integrity across all student information systems; interprets and enforces records-related policies.
- Assists in preparing official institutional reporting (Kansas Board of Regents, IPEDS, National Student Clearing House, etc.), ensuring accuracy of enrollment, completion, and credential data.
- Supports program review, assessment metrics, and continuous improvement, serving as the source of record for student data.
- Conducts systematic audits of student records, resolves discrepancies, and serves as the escalation point for complex records issues, including student inquiries related to records and holds.
- Maintains and governs degree audit systems, including configuration, exception processing, and reporting for academic advisors.

Qualifications:

- Bachelor's degree required in business administration, education, data analysis, or a related field.
- Minimum of 5 years of experience in higher education, including at least 3 years in student records/registration and/or data-related roles; technical or community college experience strongly preferred.
- Working knowledge of compliance requirements including FERPA, accreditation standards, and state reporting expectations (e.g., Kansas Board of Regents).

- Experience with student information systems such as Jenzabar and reporting tools.
- Strong analytical and problem-solving skills with the ability to interpret data, identify trends, and support data-informed decision-making.
- Excellent communication and organizational skills, including the ability to interpret policy, train users, and manage multiple priorities in a deadline-driven environment.
- Ability to work independently and collaboratively with diverse stakeholders while exercising sound judgment, professionalism, and confidentiality.

Physical Demands:

- Ability to sit or stand for extended periods of time.
- Ability to read screens and print materials, and communicate effectively via email, in-person and on the phone.
- Ability to lift and move supplies up to twenty-five (25) lbs.
- Ability to work occasional evenings and attend events as required.

Work Environment:

- Professional and deadline-oriented environment in an educational setting.
- Regular interaction with students, faculty, staff, and external partners.

NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS

1. **This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.**
2. **Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee.**
3. **All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations.**
4. **Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.**
5. **All ‘offers of employment’ are subject to criminal background check prior to employment.**