

**Job Posting Date:** March 16, 2018

**Application Review Date:** March 30, 2018

**Job Title:** Academic Records Assistant

**Location:** Mayville State University, Mayville, ND

**Compensation:** Dependent on experience  
Competitive fringe benefit package to include:

- Employer paid full family coverage for health insurance
- Retirement plan
- Education tuition waiver benefits
- Additional benefits can be found by [clicking here](#).

**Who can apply:** Internal/external candidates eligible to work in the United States

**Job Description:** Mayville State University has an opening for an Academic Records Assistant. This is a salaried, fulltime position with benefits. Maintain graduation database and associated reports; assist with graduation audit practices: oversee NSC transcript processing, including collaborative transcripts; prepare NSC reports: interview-, hire, train, and supervise student workers; update academic records webpage; scan, link, and verify in Perceptive Content -NDUS document imaging; coordinate final grade processing with faculty; produce reports from academic planning/event scheduling software; enter academic major and advisor data; assist Academic Records staff with student registration functions; assist with commencement activities; and duties as assigned by the Registrar.

**Minimum qualifications:**

- Associates Degree with 2 years' clerical experience
- Ability to multi-task in fast paced environment
- Must be detail oriented with a high degree of accuracy
- Must be able to maintain confidentiality

**Preferred qualifications:**

- Bachelor's Degree in Business or related field
- Experience with Oracle PeopleSoft
- Experience with Campus Connection

**Applicants should submit the following materials:**

1. [MaSU Employment Application](#)
2. A letter of application
3. A current resume
4. The names of 3 professional references with each person's position, e-mail address, and telephone number

Send application materials to: Sarah Gasevic, HR Director at [sarah.gasevic@mayvillestate.edu](mailto:sarah.gasevic@mayvillestate.edu)

All application materials must be submitted by March 30<sup>th</sup>.

MaSU is an Equal Opportunity Employer and encourages applications from diverse candidates and candidates who support diversity. ND veteran's preference laws apply to this position. Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 and if claiming disabled status, a current letter of disability. The state of North Dakota has an open records law; therefore, your application could be subject to review upon request. A criminal history background check must be satisfied prior to employment.

ND Relay: <http://www.relaynorthdakota.com/>