



Example of Records Specialist Job Description

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Our innovative and growing company is hiring for a records specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for records specialist

- Prioritize database updates received through the Advancement Updates email account
- Create new records in the Advance database
- Correctly process deceased records in the Advance database
- Correct any data errors in the database such as incorrectly deceased entities, duplicate entities, etc...
- Conduct online research to determine correct alumni contact information
- Maintains current documentation of data entry procedures
- Assists in developing data standards
- Interpret information from various sources to determine what changes need to be made in the Advance database
- Professionally communicate with University personnel, alumni, donors, and other constituents
- Oversees and assigns tasks to student aid(s) related to data entry and the maintenance of Advancement's Master Files

Qualifications for records specialist

- Computer competency (word processing, windows navigation)
- Ability to work well as part of a team and be mindful of coworkers and their respective workloads
- College credits equivalent to two years towards an undergraduate degree with a major in Museum Studies, Library Science, or Public Administration
- Ability to work independently, with team members, self-motivated, 'can do'

- Requires a bachelor's degree or equivalent experience in lieu of a degree is acceptable