



VACANCY POSTING NOTICE – March 16, 2026

Title: Student Records Specialist IV

Annual Salary: \$48,168

Contract Term Length: 12 Months

Standard Hours: 37.5

Work Location: On-Site

FLSA Status: Exempt

College: Henderson Community College

Department: Student Affairs

Job Summary

Henderson Community College is seeking a detail-oriented and service-driven Student Records Specialist/Registrar to oversee the integrity, maintenance, and reporting of the college's student academic records and course data. This role is responsible for ensuring accurate record management, supporting institutional compliance, and providing data and reporting that informs administrative decision-making.

Job Duties:

- Direct the maintenance, accuracy, and security of all student academic records in accordance with institutional policies and applicable regulations.
- Manage course and registration data, ensuring the integrity of student enrollment records and academic history.
- Utilize data related to registration and educational activities to support institutional reporting and assist leadership in policy development and strategic planning.
- Coordinate the compilation and publication of official academic information, including class schedules, course offerings, and graduation requirements.
- Ensure compliance with institutional, state, and federal regulations related to student records and academic documentation.
- Collaborate with academic departments, student services, and administrative offices to support registration processes, degree audits, and academic record updates.
- Provide excellent customer service to students, faculty, and staff regarding transcripts, enrollment verification, graduation processing, and record inquiries.
- Other duties as assigned.

Minimum Qualifications:

- Master's degree in higher education administration, business administration, or a related field and four to eight years related experience, or equivalent.

Preferred Qualifications:

- Experience in student records, registrar operations, or higher education administration preferred.
 - Strong knowledge of student information systems and data management practices.
 - Demonstrated ability to analyze data, maintain accurate records, and produce reports.
 - Excellent organizational, communication, and customer service skills.
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- **Ability to manage confidential information with discretion and maintain compliance with FERPA and institutional policies.**
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Employee Rights - [Employee Polygraph Protection Act](#)

Equal Opportunity Employer - The Kentucky Community and Technical College System is an equal educational and employment opportunity institution.
