



Edna Manley College  
of the Visual and Performing Arts

(A Tertiary Education Institution)

Applications are invited from suitably qualified and experienced persons to fill the following post:

## Student Records Officer (GMG/AM 2)

Under the direction of the Assistant Registrar, the incumbent is responsible for the collection, storage, processing, reporting and analysis of student data and information to produce timely and accurate academic records while maintaining the highest quality professional standard to students, graduates, staff, and other external stakeholders.

### Duties and Responsibilities

- Prepare and issue academic records, including transcripts, grade reports, and academic statements.
- Maintain accurate, secure, and confidential student records in electronic and physical formats.
- Collect, verify, and analyze student data for institutional and external reporting.
- Respond to student, graduate, staff, and external stakeholder enquiries regarding academic records.
- Ensure data accuracy through regular reconciliation, quality checks, and records management processes.
- Liaise with academic and administrative departments to verify information and facilitate record preparation.
- Support registry operations, including student records systems, graduation activities, and general administrative functions.
- Perform other related duties as assigned in support of the Office of the Registrar.
- Ensure compliance with the provisions of the Jamaican Data Protection Act and institutional policies governing the collection, use, storage, retention, security, and disclosure of personal and academic information.
- Promote and maintain best practices in records management, confidentiality, data governance, and information security within Registry operations.
- Keep abreast of new and emerging trends, technologies, legislation, and research in records and information management to support continuous improvement in Registry processes and service delivery.
- Participate in relevant professional development and training opportunities related to records management, data protection, and information governance.

### Minimum Qualifications & Knowledge Skills

- Associate Degree in Business Administration or equivalent
- Minimum of two (2) years' experience in a similar role

### SALARY

**Basic Salary:** \$1,711,060.00 per annum, payable monthly.

Applications, inclusive of a detailed resumé, should be sent no later than **May 29, 2026**

to: -

Edna Manley College of the Visual and  
Performing Arts  
1 Arthur Wint Drive  
Kingston 5

Email: [recruitment@emc.edu.jm](mailto:recruitment@emc.edu.jm)

*NB: We appreciate all responses, however only short-listed persons will be contacted.*