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Job Details

Requisition Number	16-0466
Title	Records Manager
Post Date	9/9/2016
City	Tampa
State	FL
Work Hours	Hours Vary
Description	Purpose of the Position

The Records Manager will ensure the school's standards for records management of school records are adhered to regardless of format, including but not limited to paper, electronic, video, hard disk drives, CDs, email or any other form of storage media. The Records Manager will have frequent, direct contact with various departments within UMA, Records, Coordinators, the Records Retention Working Group, and members of the legal team, requiring the ability to work well with all levels of internal management and staff.

Primary Duties and Responsibilities

- Ensure retention of records in agreement with applicable business and legal requirements.
- Effectively dispose of records routinely and non-selectively at the appropriate time.
- Provide guidance to all departments on records related matters.
- Manage the regular updating of the Records Management policy, and the implementation and ongoing monitoring of associated processes.
- Maintain and update a Records Retention Schedule to the Records Management policy in compliance with legal and regulatory standards.
- Lead the continual analysis and refinement of UMA records management processes to address the challenges posed by electronic records.
- Periodically monitor and review stored records to ensure records are destroyed in compliance with the Records Retention Schedule.
- Manage the activities of the Records Retention Working Group.
- Track, manage and approve requests for the release of records outside of the school, in coordination with the legal department as needed.
- Track and manage the process of disposal of records.
- Partner with IT in developing and enhancing processes, policies and controls around Data Retention and Data Security.
- Serve as the technical expert for staff questions about records management or data security.
- Collaborate with IT to problem-solve system issues, including performing testing, identifying reporting needs, and training others when system changes are implemented.

- Advise IT on metadata requirements necessary to achieve successful functionality.
- Demonstrate knowledge of the classification of data, information, and documents in order to differentiate between non-sensitive and sensitive/confidential information.
- With the support of the legal department, be the organization's subject matter expert on requirements under and compliance with applicable federal and state laws pertaining to protection of sensitive and confidential information including, but not limited to, Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Gramm-Leach Bliley Act (GLBA).
- Demonstrates knowledge of, and carefully follows all applicable federal and state compliance requirements and regulations including those prescribed by the Department of Education, accrediting agencies, CIE, and internal UMA policies and procedures.
- Effectively communicates record retention and data security requirements to students and other staff as appropriate and quickly escalates any compliance concerns to the compliance department.

Requirements

Education/Experience

- Minimum of 3-5 years of record or project management experience required
- Undergraduate degree in information management or related field preferred
- Working understanding of policies, processes, controls, and best practices around data retention and security principles.
- Strong operational, analytical and organization skills required
- Prior record retention knowledge required

Associated Knowledge, Skills, Abilities and Other Characteristics

- Detail Orientation
- Project Management
- Proficiency with metadata and secure storage
- Ability to multi-task and handle shifting priorities and deadlines
- Flexibility to work evenings and weekends as needed.
- Experience with Microsoft SharePoint or other team collaboration platforms is preferred.