

ADMISSIONS/RECORDS ASSISTANT, SENIOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	53	07/01/2017	Classified	1 of 3

DEFINITION

To perform complex work in the areas of student registration, evaluation and admissions and records.

DISTINGUISHING CHARACTERISTICS

Admissions/Records Assistant I - Positions assigned to classification are generally task focused and consistent on a day-to-day basis. Employees in this position may be required to provide general and specific information at a student service counter, as well as to perform general clerical duties.

Admissions/Records Assistant II - Positions assigned to this classification are distinguished from that of Admissions/Records Assistant I by specialization in an area such as the interpretation or application of federal or District regulations.

Admissions/Records Assistant, Senior - Positions assigned to this classification perform the more difficult admissions/records tasks and provide technical or functional supervision and assistance to less experienced personnel.

Admissions/Records Assistant, Lead - Positions in this classification will help train and coordinate admissions/records personnel. Employees in this position serve as an assistant to the Director of Admissions/Records and provides on-going technical and functional lead supervision to the office staff.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Evaluates student records to determine degree and certificate awards.
- Performs data entry regarding student schedule changes; collects fees and issues receipts, accounts for fees received.
- Responds to requests for information regarding admissions and records; receives transcript requests and processes.
- Interprets, advises, and assists counselors and students in evaluation of proposed courses needed for graduation and certificated program requirements.
- Evaluates and researches incoming college transcripts; equivalencies for degrees and transfer requirements; prepares evaluation worksheets; uploads into imaging system and notifies students of the outcome.
- Generates late add codes for faculty to retrieve online; accesses system to print and distribute census rosters throughout the semester and produce duplicate copies as necessary.



ADMISSIONS/RECORDS ASSISTANT, SENIOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	53	07/01/2017	Classified	2 of 3

- Receives admissions applications for a variety of programs and apprenticeships; checks for accuracy and residency requirements; inputs into electronic system; selects applicants based upon established department policy and sends acceptance and denial letters.
- Receives admissions applications from International students; checks for accuracy and completion; evaluates documents and selects applicants based upon established department policy; issues Certificate of Eligibility when appropriate; issues denial letters.
- Receives money from students and others for payment of tuition and fees.
- Balances cash on hand against receipts, checks balances and reconciles cash sessions.
- Answers phones, acting as the first point of contact providing information on admissions, registration and student records.
- Evaluates student eligibility for Veteran Affairs Education Services; acts as a liaison between students and Veterans Administration; compiles, maintains and monitors documentation and records.
- Maintains admissions and records website by updating published information as required.
- Evaluates student records for certification in general education requirements for transfer to California State University and University of California.
- Enters academic notations on student records; posts credit by examining classes and grades
- Certifies students for athletic eligibility in intercollegiate sports.
- Supervises and trains student assistants; may assist in selecting student assistants.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- District and state regulations, policies and procedures regarding college admissions and records.
- Enterprise Resource Planning (ERP) Systems.
- Current business practices relevant to the Department of Admissions and Records.
- Modern office procedures, practices and technology/equipment.
- Modern software applications (e.g. Microsoft Office Suite, etc.).
- Record keeping principles and procedures.
- Basic mathematics.

Skill/Ability to:

- Train and direct others in Admissions and Records policies and procedures.
- Work independently and as part of a team.
- Interpret and communicate District policies and procedures to students and faculty.
- Communicate effectively, both orally and in writing.
- Make appropriate decisions regarding the acceptance and placement of college coursework.
- Work on complex software systems for inputting and monitoring student records.



ADMISSIONS/RECORDS ASSISTANT, SENIOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	53	07/01/2017	Classified	3 of 3

- Adapt to changing circumstances, multi-task, work under pressure and handle challenging situations.
- Serve students, staff and colleagues in a helpful and professional manner.
- Keyboard with accuracy.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Three (3) years of experience performing clerical and/or technical duties in a college admissions and records office.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma/GED or the equivalent.

Adopted: 07/01/17