



TITLE	CLASSIFICATION	SALARY GRADE
ADMISSIONS AND RECORDS SPECIALIST	CLASSIFIED	GRADE: K
BOARD POLICY REFERENCE:		2015/16 Classification Review

**JOB DESCRIPTION:**

Under direction, performs confidential, technical duties in the areas of Admissions & Records; resolves complex issues relating to a specialized area of Admissions & Records.

**SCOPE:**

The Admissions and Records Specialist completes complex tasks in a specialized area of Admissions and Records; may provide technical expertise and leadership in specialized areas; recommends office policies and/or procedures; may serve as a lead worker to other Classified staff in the area.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Ensures implementation of regulations, policies and procedures and resolves complex issues regarding District requirements, policies and procedures related to Admissions & Records.
2. May meet with students and parents and participate in outreach activities to communicate admissions requirements at multiple locations, within the District and off-site.
3. Determines eligibility for and processes grade changes, record corrections and enrollment verifications.
4. Reviews and advises on petitions to waive college regulations, and processes related requests for refunds and fee reversals.
5. Audits student academic records and processes official transcripts.
6. Ensures the accuracy and integrity of student academic records by merging duplicate records.
7. Reviews roster data for errors and discrepancies and provides updated roster materials to instructors.
8. Determines, assigns and removes probation/dismissal status and/or admission holds on student records.
9. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA) and Title 5 regulations as they pertain to a student's right to privacy, accuracy and retention of academic records and course repetition requests.
10. Composes, edits, and prepares layout for College catalog/commencement program and other various outreach materials.
11. Ensures accurate implementation of regulations for the prerequisites program and/or develops and coordinates enrollment process for special programs.
12. Serves as liaison with Information Technology to ensure timely and correct data reports and/or program codes.
13. Ensures accuracy and completeness of official college documents, such as diplomas and certificates and creates, orders and disperses documents to eligible students.
14. Assists in coordination of the annual commencement ceremony.
15. Coordinates scanning and imaging processes of student records; determines appropriate documents for imaging in support of evaluation process; provides technical assistance to counselors and staff regarding the imaging system.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

16. Ensures implementation of Title 5, Attendance Accounting Manual admissions and residency statutory and regulatory guidelines.
17. May process admissions applications, monitor application systems for necessary changes and process change forms in student information system; may determine and change residency status to meet admissions requirements.
18. May serve as a lead worker to other classified staff in the area.
19. May supervise and train student and short-term, non-continuing (STNC) employees.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Work independently; perform complex, admissions, and records tasks; understand and carry out oral and written directions; interpret, apply and communicate the rules, regulations, policies and procedures of the District's Admissions and Records Office; analyze and resolve situations accurately and adopt an effective course of action; operate a computer and accurately enter data into computer database; provide effective customer service; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Modern office methods and equipment, including standard office productivity software and specialized systems; principles and practices of data management; proper reception and telephone techniques; proper English usage, spelling, vocabulary, and grammar; letter and report writing; techniques in training and directing the work of others.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

Graduation from high school. Associate's degree preferred.

*Experience:*

Increasingly responsible technical experience, including previous experience in a college admissions and records office.

**LICENSE OR CERTIFICATE:**

This classification may require the use of a personal or District vehicle while conducting District business. May require possession of a valid (Class C) California driver's license and an acceptable driving record.

**SPECIAL REQUIREMENTS:**

Position may require frequent travel to various area high schools, organizations, and community agencies. Ability to lift up to 50 lbs. unassisted.