



TITLE	CLASSIFICATION	SALARY GRADE
COORDINATOR, ADMISSIONS & RECORDS	CLASSIFIED	GRADE: O
BOARD POLICY REFERENCE:		2015/16 Classification Review

JOB DESCRIPTION:

Under general supervision, plans, coordinates, and implements District-wide functions of the Admissions & Records Office to support student success; coordinates all Admissions & Records social media and student communications; serves as a lead worker to other Classified staff.

SCOPE:

The Coordinator, Admissions & Records assists students, faculty and staff in the areas of admissions, enrollment, information, outreach and other related services; reviews, evaluates, recommends and coordinates the implementation of new services and technologies to support student services; assists in the coordination of District-wide community outreach events and activities; and serves as liaison with the Information Technology Department for systems related to Admissions, Records & Enrollment Development (ARED).

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. Coordinates the collection and submission of data related to student enrollment, degree and certificate verification information to the applicable government entities.
2. Serves as a liaison to Public Relations in identifying and coordinating marketing and outreach opportunities to maximize enrollment and visibility of SRJC.
3. In collaboration with the Information Technology Department, serves as a technical liaison for the recommendation, coordination and implementation of solutions for ARED and other student services systems.
4. Represents the District and serves as a delegate to the California Community Colleges Application (CCCApply) Steering Committee and Admissions and Records department meetings.
5. Coordinates enrollment and admissions procedures, verifications, residency and rosters functions including, but not limited to, reviewing and auditing the class schedule of courses for accuracy and completeness.
6. Assists in the coordination and development of District-wide community outreach and special enrollment events, marketing campaigns, and materials and activities for students at off campus locations; participates in District and community sponsored events to promote programs and services.
7. Assists in interpreting and implementing Family Educational Rights and Privacy Act of 1974 (FERPA) and Title 5 regulations as they pertain to a student's right to privacy and accuracy and retention of academic records.
8. Coordinates Admissions & Records social media and electronic communications with students in collaboration with Public Relations; gathers, analyzes and maintains data and statistical information to evaluate effectiveness of services to identify long and short term goals in meeting the future needs of students.
9. Coordinates and provides training and technical support to ARED staff, student ambassadors and other faculty and staff involving related technologies and programs.

KEY DUTIES AND RESPONSIBILITIES – Continued

10. Assists in developing and monitoring budgets; maintains detailed spreadsheets and databases of department expenditures; prepares purchase requisitions and budget transfers; maintains office supplies and graphics materials.
11. Assists in the production of the College Catalog; coordinates the collection of department and policy updates; performs edits, layout and design; and coordinates timely printing and delivery.
12. Creates and modifies department webpages.
13. Serves as a lead worker to other Admissions & Records staff; may supervise and train student and short-term, non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Work independently with minimal supervision; perform complex, admissions, enrollment and records maintenance duties; coordinate a variety of projects simultaneously; plan and give presentations to individuals and groups; apply basic accounting principles for budget development; interpret and apply the rules, regulations and policies of the District, Title 5 and Educational Code; analyze situations accurately and adopt an effective course of action; operate a computer and utilize standard software and specialized programs; analyze and enter data accurately; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Modern office methods and equipment including computerized and manual records systems; standard office productivity software and specialized systems; student data recordkeeping systems; proper telephone techniques; proper English usage, spelling, vocabulary and grammar; composing letters and reports.

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:

Associate's degree. Bachelor's degree preferred.

Experience:

Increasingly responsible (2-4 years full-time equivalent) experience in a college admissions and records office or related area. Previous experience in providing marketing/outreach services is preferred.

LICENSE OR CERTIFICATE:

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

SPECIAL REQUIREMENTS:

Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted).