

ADMISSIONS/RECORDS SPECIALST I

CLASS SUMMARY

Under general supervision, performs a variety of technical duties related to public information, student records, admissions and registration functions, and related activities; performs related duties as required.

REPRESENTATIVE DUTIES

Provides assistance to the public, staff and students; interprets institutional policy and procedures; instructs students in correct admissions and records procedures to complete applications, registration, fee collection, fee refunds, class changes, petitions and related student forms; screens students for admissions requirements and matriculation process; refers students to appropriate testing/counseling area; reviews student records, applications, and other forms for completeness and accuracy; determines residency, processes student transactions using PC and other office equipment; performs a variety of office clerical duties relating to student, instructor and mailing requests; maintains records and files of clerical functions, may direct the work of student workers assisting with work-related functions; assists in training of short-term counter personnel; operates microfilm and auxiliary equipment to preserve student, instructor and other related district documents; utilizes optical imaging equipment; scans and indexes documents to update database; maintains transcript records, including accounts receivable and liens, and records of transcript destinations; corrects admission application and attendance error lists as needed; inputs corrected data on PC; processes outgoing transcripts by fax, mail, electronically, and over the counter; creates and maintains files of past and present requests on both PC and hard copy; processes all requests for catalogs and course descriptions from prior years; prepares and transmits student transcripts/folders to other district offices as requested; performs lock-up procedures at end of day, including securing of file cabinets, cash drawer and vault, and powering off of all equipment; may assist with admissions and guidance correspondence and purchasing requisitions.

ORGANIZATIONAL RELATIONSHIPS

This position reports to designated Administrator/Supervisor.

QUALIFICATIONS GUIDE

Combination of training and/or experience equivalent to high school diploma and one year of general clerical experience, including direct public contact, preferably in college admissions and records.

ADMISSIONS/RECORDS SPECIALST I (continued)

Knowledge and Abilities

Knowledge of: English usage, spelling, grammar, punctuation, vocabulary; arithmetic; public relations; office policies, procedures and equipment.

Ability to: communicate effectively with district employees, students and the public; perform typing and keyboarding tasks accurately; utilize Datatel Colleague software program for related area; follow oral and written directions; establish and maintain effective relationships with students, college personnel, employees and other professional agencies and the public; understand, interpret and explain policies and procedures regarding admissions and records to be released at the counter or over the telephone; file, post and check records.