

ADMISSIONS/RECORDS SPECIALIST II

CLASS SUMMARY

Under general supervision, performs a variety of technical duties related to student records, evaluation of transcripts, admissions, registration, fee collection, and public contact; performs related duties as required.

REPRESENTATIVE DUTIES

Evaluates incoming transcripts to determine transferable units; course equivalency, unit value, grading system of courses at previous colleges for prerequisites, transfer (IGETC & CSU) certification and degree requirements; interprets and assists counselors and students with course equivalence; processes grade changes, G.P.A. and grades, maintains transcripts; utilizes a variety of computer programs to implement and update record changes; prepares outgoing transcripts and maintains accounts receivable and records indicating where transcripts have been sent; prepares and transmits student records to district offices; research and prepare responses to civil and state subpoenas and logs subpoenas received; screens instructor grades for accuracy and completeness for data entry; processes variable unit changes, class transfers, and add/drops; adjusts student fees; corrects lists, including academic renewal, cumulative audit, attendance, applications, student ID, graduation lists and grades; maintains instructor books; creates, collects, maintains, and files instructor grade books and posts grade changes; assists with admissions, determination of residency, editing of applications, matriculation, registers students, processes add/drops, determines fee waivers and fee credit eligibility; answers questions concerning catalog and class schedule information; refers students to special programs; interprets and explains rules and regulations to students, staff and faculty; directs student workers assisting in work-related functions; operates office machinery including typewriter, fax machine, PC; utilizes mainframe software for a variety of PC programs for admissions, records, and imaging system; researches admissions and records problems; performs other duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

This position reports to designated Administrator/Supervisor.

QUALIFICATIONS GUIDE

Combination of training and/or experience equivalent to a high school diploma and two years of responsible records experience, preferably in admissions records maintenance, including business math, good judgment and interpretation of regulations.

ADMISSIONS/RECORDS SPECIALIST II (continued)

Knowledge and Abilities

Knowledge of: rules, regulations, procedures, and policies of the college, and relevant county, state and federal regulations; English usage, mathematics, public relations and use of modern office equipment.

Ability to: perform work involving judgment, accuracy, and confidentiality; establish and maintain effective relationships with others; understand, interpret, and explain district policies and procedures regarding admissions, registration and evaluations; make arithmetic calculations; perform typing and keyboarding tasks accurately; utilize related PC programs; communicate clearly and concisely, orally and in writing.