

ADMISSIONS/RECORDS SPECIALIST III

CLASS SUMMARY

Under direction, coordinates, performs and assists in planning, organizing and providing work direction for a wide variety of specialized and complex clerical duties related to admissions, registration, evaluation, residency, attendance and maintenance of student records; serves as a primary reference source to public and/or staff; assists in the resolution of difficult problems; works with a high degree of independent judgment; assumes and performs related duties as required.

REPRESENTATIVE DUTIES

Resolves problems as a primary resource person; assists with planning, organization and direction of office workload; assists in staff training and participates in the hiring of hourly classified and student assistants; evaluate incoming transcripts for overall units, course equivalency for prerequisites, transfer certification (IGETC & CSU) and degree requirements; interprets and assists counselors and students with course equivalencies for special programs and procedures; coordinates and participates in the maintenance and utilization of current and past student transcripts, individual student records, and ID numbers; direct the distribution, collection and correction of Positive Attendance forms and data; enters and audits the data, as needed; assists in ordering distributing and collecting of class rosters and grade sheets; coordinates the processing and reviewing of admissions applications and other related documents; checks for completeness, accuracy and conformance to standards; evaluates and determines residency requirements according to state and federal regulations; interprets residency legislation to resolve complex visa and amnesty problems; directs and provides admissions and registration and enrollment support for a variety of special programs, academies, and Early Decision, as appropriate, collects and accounts for fees of specialized programs; develops and maintains accounting records of charges and payment for fee collection within special programs, including debits, credits, waivers and fees of individuals or groups; serves as liaison with computer center to develop reports; directs scheduling of staff function, including counter and phones; coordinates dissemination of accurate information regarding office, district and state procedures and regulations to the public, students and staff; assists with coordination of microfilm and optical imaging of records for storage and use; assists in the development of support systems for admission, attendance, residency, transcripts, registration and special programs.

ORGANIZATIONAL RELATIONSHIPS

This position reports to designated Administrator/Manager.

ADMISSIONS/RECORDS SPECIALIST III (continued)

DESIRABLE QUALIFICATIONS GUIDE

Any combination of training and/or experience equivalent to a high school diploma and three years of responsible records experience including experience with college admissions/records preferred, business math; experience in directing group activities.

Knowledge and Abilities

Knowledge of: English usage; principles of public relations; student record systems; business or technical math; modern office methods, procedures, terms and equipment; rules and regulations, procedures, and policies of the college, and relevant county, state and federal regulations.

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 admission, registration and evaluations; make arithmetic calculations; perform typing and keyboarding tasks accurately; utilize related PC programs; communicate clearly and concisely, orally and in writing.