

## **SENIOR ADMISSIONS/RECORDS SPECIALIST**

### **CLASS SUMMARY**

Under direction, coordinates and facilitates the maintenance of admissions and academic records for students and faculty; resolves problems regarding student registration, program changes and records; performs registration duties; serves as liaison with ITS; and performs related duties as required.

### **REPRESENTATIVE DUTIES**

Coordinate, facilitate and assists in planning and organizing procedures, materials and equipment used in the maintenance of student records; direct work of lower level staff; develops work schedules and prioritizes tasks for admissions and records staff; plans, organizes and prepares students pre-enrollment and public registration process and procedures; assists in the development of systems regarding student matriculation, record maintenance, storage, registration, probation, course repetition and evaluation; resolves problems regarding student registration, program changes and records, including auditing, and performs student ID number changes; coordinates the distribution of grade sheets and the corrections of grades on the computer; coordinates the distribution of verification forms, class lists, course prerequisite drop rosters, add notifications, honor and probation lists; coordinates microfilming of records, optical imaging, and record storage; acts as a liaison with the Computer Center to schedule data runs and review programs concerning student records; assists in training and review of clerical personnel and student assistants; may perform the duties of Admissions/Records specialist III, including registration; maintains faculty mail box location list for appropriate distribution of information; acts as a resource person for difficult and unusual problems.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to the designated manager/administrator. May direct work of other admissions and records staff. This class serves as a liaison with the Computer Center.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and/or experience equivalent to three years of increasingly responsible clerical and records experience, which includes college admissions/records experience with academic records, and experience with information record processing systems.

**SENIOR ADMISSIONS/RECORDS SPECIALIST (continued)**

**Knowledge and Abilities**

Good Knowledge of: modern office methods, practices and equipment; English, grammar, spelling, and arithmetic functions; statistical tabulation procedures; record systems.

Knowledge of: rules, regulations, procedures and precedents of the college and relevant federal, state and county regulations that affect the student records function including student registration and registration procedures.

Ability to: perform complex and responsible clerical work with speed and accuracy; able to analyze and resolve problems; compile and maintain accurate records and reports; learn, interpret, and explain rules, regulations, laws and policies affecting areas of responsibility; establish and maintain effective relationships with administrative personnel, faculty, students, and other college personnel; plan and coordinate the work of others; utilize related PC program.