DESERTE COMMUNITY COLLEGE DISTRICT

ADMISSIONS AND RECORDS SPECIALIST

BASIC FUNCTION
Under the direction of the Director, Admissions and Records, coordinate and perform specialized duties related to admissions, registration, evaluation, residency, special student applications and maintenance of student records requiring knowledge of State requirements affecting District funding; provide work direction in related areas to assigned staff.

REPRESENTATIVE DUTIES
1. Oversee and provide admission, registration and enrollment support for a variety of special programs; coordinate the processing and reviewing of admissions applications and other related documents; review for completeness, accuracy and compliance to state and federal standards; work confidentially with student records.
2. Communicate in person or on the telephone with students, faculty, staff and the public to explain and assist with fees, student records, enrollment and registration procedures; and notify students of outstanding materials in accordance with District, state and federal rules, regulations, policies and procedures.
3. Evaluate and determine residency requirements according to state and federal regulations; serve as primary resource person for students on issues of residency; interpret residency legislation to resolve complex visa and amnesty problems; approve or deny residency accordingly.
4. Process, review and evaluate requests for registration, enrollment, adds, drops, grade changes, incompetes, repeat courses, and exceptions to assure completeness and compliance to District and state guidelines, policies, procedures, regulations, and laws; grant and document when appropriate; coordinate and disseminate.
5. Process, account and balance fees and refunds; receive and count individual cash supply received from Business Office; identify and correct errors.
6. Travel to local high schools or off-campus sites to provide information and assistance to graduates; conduct presentations on application and enrollment procedures, assessment testing, orientations, telephone and on-line registration and other related information.
7. Maintain records as appropriate for student transcripts; process requests for copies of student records in accordance with state and District policies and guidelines.
8. Oversee and maintain the computerized grade and attendance collections system and forms inventory system for class reports and records; maintain student database, printers and supplies used in grade and attendance reporting; identify and notify instructors who need to submit grades. Prepare folders for instructors, including attendance, census, grades and permanent class rosters.
9. Train and assist faculty and staff in the operation of the system and equipment; resolve enrollment, grading and attendance problems. Monitor and research positive attendance reporting; prepare and disseminate overdue notices and a schedule of reporting dates according to established procedures. Analyze, research and resolve questions or concerns related to students on roster, added or dropped classes or other related issues.
10. Receive and audit permanent class and census rosters; organize and maintain class record files on a term basis; follow-up on overdue reports with faculty and supervisors as necessary.
11. Process faculty initiated grade changes and incompetes; explain grade change policies and guidelines to staff, students and public; maintain roster and student files with grade changes documentation.
12. Process and maintain student records including social security number, address, telephone or other changes; update student database and verify accuracy; notify students and file documentation.
13. Evaluate incoming transcripts and records for admissions or transfer; determine course equivalencies; convert quarter to semester units; evaluate courses for inclusion on IGETC; update the database; use ASSIST for course evaluation; work with advisors to verify Associate degrees; check for complete courses and unit totals. Review and evaluate academic records and transcripts to determine eligibility for general education (GE) certification and certificate programs in compliance with policies and regulations; post GE certifications to student records; maintain and track records and Degree Audits, assist with graduation exercises as required. E

14. Operate a variety of office machines including a computer and related software. Utilize document imaging equipment for applications, registration forms and a variety of support documentation. E

15. Research past student records related to registration, enrollment or educational progress as requested.

16. Assist in the selection and training of staff and others; provide work direction and guidance.

17. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**Knowledge Of:** Specialized functions, activities and operations of admissions, enrollment and registration; state, federal and District rules and regulations related to student residency requirements, general education certification and certificate programs; including applicable Education Code requirements; modern office practices, procedures and equipment; record-keeping techniques; operation of a computer and applicable software including word processing, spreadsheets and email and data entry techniques; oral and written communication skills; interpersonal skills using tact, patience and courtesy; financial record-keeping procedures, methods, practices and terminology.

**Ability To:** Perform clerical and public contact work in support of the Admissions and Records function; operate a computer and assigned software including database management, word processing, spreadsheets and email; communicate effectively both orally and in writing; maintain records and prepare reports; understand and follow oral and written instructions; learn, interpret and communicate policies, guidelines, regulations and laws to staff, students and public and exchange information; prioritize and schedule work; post and make arithmetic computations and data rapidly and accurately; operate a ten-key calculator; meet schedules and time lines; establish and maintain cooperative and effective working relationships with others; work confidentially with discretion; sit or stand for extended periods of time; bend at the waist, kneel or crouch.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: An Associate's Degree in liberal arts or related field and four (4) years experience working with records in an educational setting.

**WORKING CONDITIONS**

**Environment:** Office environment. Constant interruptions.

**EMPLOYMENT STATUS**

Bargaining Unit Position

E=Essential Functions

A&RS.DOC
6/98
REVISED 3/99
REVISED 7/04
REVISED 1/05
REVISED 1/18

(Handwritten note: change 12)