

DESERT 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

Essential 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. Review and process CCPG appeals and priority restorations with notifications to the students.
3. Communicate in person, telephone, or email with students, faculty, staff, and the public to explain and assist with fees, student records, enrollment, and registration procedures. Notify students of outstanding materials in accordance with District, state, and federal rules, regulations, policies and procedures.
4. 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. Update residency and rebill students as requested.
5. Process, review, and evaluate requests for registration, enrollment, adds, drops, grade changes, incompletes, 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.
6. Process, evaluate, communicate, notify, and guide all Nursing Program applications.
7. Receive transcripts electronically, by mail, or in-person. Evaluate transcripts and build equivalencies into Transfer Evaluation System (TES) and Datatel.
8. Travel to local high schools or off-campus sites to provide information and assistance to potential students; conduct presentations on application and enrollment procedures, assessment testing, orientations, telephone, and online registration and other related information.
9. Process applications for graduation/degree posting, prerequisite and corequisite challenge forms, prerequisite waivers, waitlist

10. Maintain records as appropriate for student transcripts; process one day and 21 day transcript requests; National Student Clearinghouse; EAPP reports in accordance with state and District policies and guidelines.
11. 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.
12. 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.
13. 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.
14. Process faculty-initiated grade changes and incompletes; explain grade change policies and guidelines to staff, students, and public; maintain roster and student files with grade changes documentation.
15. 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.
16. 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.
17. 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.

Other Duties:

18. Research past student records related to registration, enrollment, or educational progress as requested.
19. Assist in the selection and training of staff, student workers, and others; provide work direction and guidance.
20. Maintain a variety of files, records, and reports. Run queries and reports as assigned.
21. 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.
- Data entry techniques.
- Reporting techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy
- Financial record-keeping procedures, methods, practices, and terminology.
- Understanding of and sensitivity to diversity.

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; 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

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6/98; REVISED 3/99; 7/04; 9/05; 1/18; 3/20

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