

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **PROGRAM ADMISSIONS SPECIALIST**

#### **BASIC FUNCTION**

Under the direction of the Dean of the Health Sciences and Early Childhood Education Division, assist and advise students in the selective admission process; compile data, maintain enrollment and other Division records and establish files.

#### **REPRESENTATIVE DUTIES**

1. Assist and advise students in the selective admission process; compile data, maintain enrollment and other division records and establish files. E
2. Disseminate program information regarding Health Sciences Programs; provide information regarding available scholarship, loan and other funds; process scholarship applications; maintain scholarship records; refer prospective students to the Nursing Advisor and Counselors as appropriate. E
3. Perform clerical and public contact work in support of the enrollment function of Health Sciences Division. E
4. Process forms related to the admission to Health Sciences Programs including reviewing submitted forms to assure completeness and compliance to College and State guidelines, policies, regulations and laws; serve as a member of the Admissions and Screening Committee as assigned. E
5. Prepare contract agreements for hospitals and other medical facilities to be used by instructional programs; submit for review by appropriate administrators; distribute to facilities; maintain files to ensure compliance with national and state agencies. E
6. Answer questions from staff, students and public regarding programs offered in the Health Sciences Division; maintain records of students including those requesting re-entry into a program. E Monitor Division budgets; advise Division personnel of budget status; prepare requests for budget transfers; prepare requisitions. E
7. Perform various office activities in support of the Health Sciences Division as requested. Operate a variety of office machines including a computer and related software. E.
8. Maintain a variety of records and prepare reports as directed by the Division Chair/Nursing Director. E
9. Perform special projects and prepare special reports as requested.
10. Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Modern office practices, procedures and equipment; record-keeping techniques; operation of office machines including computer equipment and applicable software including word processing, spreadsheets and email; oral and written communication skills; interpersonal skills using tact, patience and courtesy.

**Ability to:** Perform clerical and public contact work in support of the Health Sciences Division; operate office machines including a computer and applicable software including word processing, spreadsheets and email; communicate effectively both orally and in writing to exchange information in person and on the telephone; learn, interpret, apply and explain policies, procedures, rules and regulations; understand and work within established policies, guidelines and regulations, including certification and accreditation

requirements in compliance with national and state agencies; communicate policies, guidelines, regulations and laws to staff, students and public; prioritize and schedule work; meet schedules and time lines; establish and maintain cooperative and effective working relationships with others; maintain confidentiality of student records; work independently with little direction; sit for extended periods of time; bend at the waist, kneel or crouch.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school supplemented by college-level course work with the grade of "C" or better and three years of varied and increasingly responsible office clerical experience.

**WORKING CONDITIONS**

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

**EMPLOYMENT STATUS**

Bargaining Unit Position

E=Essential Functions