

## ADMISSIONS AND RECORDS/EOPS ASSISTANT

### DEFINITION

To perform a variety of clerical and technical duties involved in EOPS service and student registration, admissions and records input, retrieval and maintenance.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Admissions and Records Office Manager. May exercise technical supervision over student assistants.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Provide students with applications and information about EOPS; provide referrals for students to the EOPS Office; interpret rules, regulations, and policies regarding admissions and records, EOPS.

Assist with early/priority enrollment procedures for students.

Receive, review and process admissions forms for College Success and Orientation program applicants; maintain computerized roster of College Success program enrollees.

Maintain course schedules of EOPS students and monitor academic progress by collecting grade reports (transcripts) to send to the EOPS Office; assist students in filling out transcript request forms and collect fees; order transcripts on the CRT; enclose transcripts in sealed envelope and send to appropriate place.

Assist students in filling out drop cards, withdrawal cards, petitions, and changes of program, input into the terminal.

Code and process out-of-state and foreign student applications; make resident determinations; notify students

of non-resident status; maintain records of out-of-state or foreign student tuition.

Distribute, prepare, maintain and verify records of weekly, daily, and positive attendance rosters; calculate hours and input changes on the CRT; input grades on Daily Census rosters.

Certify the enrollment of students eligible to collect veterans benefits; interpret and apply state and federal regulations governing the collection of V.A. benefits; maintain records; act as liaison between students and veterans administration.

Maintain Course Conflict and Course Repetition Reports, perform necessary transactions that involve correcting student academic records; re-calculate grade points and semester units; enter academic notations on student records; post credit by examining classes and grades; certify student units and date of enrollment and/or GPA for loan institutions, Social Security Administration and other agencies.

Process on-line registration, drops and adds; issue receipts; close out and balance; collect and account for money. (Over)

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### **EXAMPLES OF DUTIES (CONTINUED)**

Supervise and train student assistants; may assist in selecting student assistants.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

English usage, grammar, spelling, vocabulary and punctuation.

Modern office methods, procedures and equipment.

Record keeping principles and procedures.

Basic business mathematics.

#### Skill to:

Learn to operate and enter data into the CRT accurately and quickly.

Learn procedures, regulations and policies.

Communicate with and relate to a wide variety of students.

Adapt to a variety of circumstances.

Make mathematical calculations rapidly and accurately.

Type at a speed of not less than 40 net words per minute from clear copy.

Understand and carry out both oral and written instructions.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Train and supervise assigned student assistants.

### Experience and Training

#### Experience:

Two years of experience performing duties equivalent to those assigned to an Admissions/Records Assistant I in the District. Experience working with economically and educationally disadvantaged students.

#### Training:

Equivalent to completion of the twelfth grade, including or supplemented by specialized clerical courses.