

LEAD ADMISSIONS & RECORDS ASSISTANT

DEFINITION

To provide assistance to the Director of Admissions and Records in the coordination of office activities, to perform complex tasks and provide lead technical and functional supervision involving the day-to-day operations of the Admissions and Records Office, to implement office policies and procedures, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the lead level in the Admissions and Records family class. The incumbent will help train and coordinate Admissions and Records personnel. An incumbent in this class serves as an assistant to the Director of Admissions and Records and provides on-going technical and functional lead supervision to the office staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Admissions and Records.

Exercises technical and functional supervision over assigned staff.

EXAMPLES OF DUTIES

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

Assist the Admissions and Records Director in the coordination of office activities.

Perform technical work, including registration set-up and coding and auditing materials for input to the data processing system.

Provide information to students and faculty regarding registrations and enrollment processes, grades, class schedules, and admissions and records policies and procedures.

Interprets and provides information on routine policies and procedures pertaining to admissions and records.

Receive money in payment of registration fees; balance cash boxes and verify receipts; assist in the coordination of student fee collection.

Train staff to perform technical procedures related to the Admissions and Records office, schedule work assignments for student assistants; oversees the inputting and extracting of information from an on-line data processing terminal system; maintain appropriate inventories of supplies, oversees the checking of athletic eligibility; the processing of Veterans Administration assistance records.

All duties performed by transcript audit specialist personnel.

Perform related duties as assigned.

(OVER)

MINIMUM QUALIFICATIONSKnowledge of:

General principles of records management.
Data system operations, including program content as it relates to registration and admissions.
Operations, procedures, specific rules and precedents of the Admissions and Records Office.
Principles of training and supervision.
Interpretation and evaluation of student records.

Skill to:

Plan, train, and direct the work of others.
Communicate clearly and concisely, both orally and in writing.
Perform technical duties of admissions and registration.
Type at a speed of not less than 40 net words per minute from clear, legible copy.
Operate a computer terminal efficiently.
Prepare and maintain accurate and complete records and reports.
Interpret and apply the rules, regulations, and policies governing registration and admissions work.
Establish and maintain effective work relationships with those contacted in the performance of required duties.
Learn duties performed by Transcript Audit Specialist.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills in qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

At least three years of experience in a college admissions and registration office equivalent to the Senior Admissions and Records Assistant, and at least one year of experience in technical and functional supervision.

Training:

Equivalent to completion of the twelfth grade including or supplemented by courses in supervision.