

SENIOR ADMISSIONS/RECORDS ASSISTANT

DEFINITION

To perform lead supervision and difficult clerical work in the areas of admissions, registration and evaluations.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Admissions/Records Assistant series. Positions assigned to the class of Senior Admissions/Records Assistant perform the more difficult admissions and records tasks and provide technical or functional supervision and assistance to less experienced personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Admissions and Records Office Manager.

May exercise technical or functional supervision over less experienced personnel.

EXAMPLES OF DUTIES

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

Enter data on CRT regarding student schedule changes; collect fees and issue receipts, account for fees received.

Respond to requests for information regarding admissions and records; receive transcript requests and process.

Interpret, advise, and assist counselors and students in evaluation of proper courses needed for graduation, General Education, Registered Nursing, Vocational Nursing, and Dental program requirements.

Evaluate and research incoming college transcripts from other schools; equate equivalencies for degrees and transfer requirements.

Receive Admissions applications; check for accuracy and residency requirements; input into computer.

Receive Admissions applications from foreign students; check for accuracy and completion; evaluate

documents and select applicants based upon policy; issue Certificate of Eligibility when appropriate; issue denial letters.

Receive applications for the Registered Nursing, Vocational Nursing and Dental programs; select applicants based upon policy and send acceptance and denial letters.

Evaluate student records and General Education requirements for transfer to California State University.

Certify students for athletic eligibility for intercollegiate sports.

Register students on-line through CRT; check for class conflicts, receive fees; issue receipts and I.D. cards.

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2

EXAMPLES OF DUTIES (CONTINUED)

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 mathematics.

Principles of supervision and training.

Skill to:

Train and direct others in admissions and records policies and procedures.

Work independently in the absence of the supervisor.

Interpret and communicate District policies and procedures to students and faculty.

Communicate effectively and tactfully in both oral and written form.

Understand and carry out both oral and written instructions in an independent manner.

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

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

Experience and Training

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

Experience:

Three years of experience performing duties equivalent to those assigned to an Admissions/Records Assistant II in the District.

Training:

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