



## ADMISSIONS/RECORDS ASSISTANT I

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	45	07/01/2017	Classified	1 of 3

### DEFINITION

To perform a variety of routine clerical duties in the areas of student registration and admissions and records.

### DISTINGUISHING CHARACTERISTICS

**Admissions/Records Assistant I** - Positions assigned to classification are generally task focused and consistent on a day-to-day basis. Employees in this position may be required to provide general and specific information at a student service counter, as well as to perform general clerical duties.

**Admissions/Records Assistant II** - Positions assigned to this classification are distinguished from that of Admissions/Records Assistant I by specialization in an area such as the interpretation or application of federal or District regulations.

**Admissions/Records Assistant, Senior** - Positions assigned to this classification perform the more difficult admissions/records tasks and provide technical or functional supervision and assistance to less experienced personnel.

**Admissions/Records Assistant, Lead** - Positions in this classification will help train and coordinate admissions/records personnel. Employees in this position serve as an assistant to the Director of Admissions/Records and provides on-going technical and functional lead supervision to the office staff.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

### EXAMPLES OF DUTIES

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

- Registers students into classes by accurately entering student and class information into the Enterprise Resource Planning (ERP) System.
- Provides routine information to students, faculty and other departments regarding registration and admission procedures and other general information.
- Receives admissions and enrollment forms; reviews for accuracy; processes applications.
- Assists students in filling out forms; collects and records fees; monitors and processes incoming requests; assists students resolving transcript issues; sends transcripts to students and colleges.
- Assists students with and processes online registrations, drops and additions; collects and accounts for money; issues receipts; closes out and balances cash drawer.
- Prepares and runs basic reports.
- Performs transactions to correct student academic records.
- Collects, records, and logs subpoenas directed to the Custodian of Records.

## ADMISSIONS/RECORDS ASSISTANT I

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	45	07/01/2017	Classified	2 of 3

- Responds to requests from other educational institutions and agencies involving the verification of student status and records.
- Updates and maintains a variety of data for completeness and accuracy.
- Prepares routine correspondence and departmental materials; opens, processes and distributes incoming mail; maintains office supply inventory; establishes and maintains administrative files and records.
- Answers phones, acting as the first point of contact, providing information on admissions, registration and student records.
- Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Basic business practices.
- Methods of cash handling and cash reconciliation.
- Communicate effectively, both orally and in writing.
- Modern office procedures, practices and technology/equipment
- Modern software applications (e.g. Microsoft Office Suite, etc.).
- Recordkeeping principles and procedures.
- Basic mathematics.

Skill/Ability to:

- Operate and enter data into a computer accurately.
- Learn to operate and enter data into an Enterprise Resource Planning (ERP) System accurately and quickly.
- Learn state and federal regulations, and District policies and procedures.
- Serve students, staff and colleagues in a helpful and professional manner.
- Adapt to changing circumstances and multi-task.
- Make mathematical calculations accurately.
- Keyboard with accuracy.
- Understand and carry out both oral and written instructions.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

### EXPERIENCE AND TRAINING

- One (1) year of experience performing general clerical duties in a similar work environment, ideally involving student/public contact and/or admissions and records.



## ADMISSIONS/RECORDS ASSISTANT I

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	45	07/01/2017	Classified	3 of 3

### EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma/GED or the equivalent.

Adopted: 07/01/17