



ADMISSIONS/RECORDS ASSISTANT II

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	49	07/01/2017	Classified	1 of 3

DEFINITION

To perform a variety of clerical and technical duties in the areas of student registration, admissions and records input, retrieval and maintenance.

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 or other assigned staff.

EXAMPLES OF DUTIES

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

- Registers students into classes by accurately inputting student and class information into the Enterprise Resource Planning (ERP) System.
- Receives admissions and enrollment forms; reviews for accuracy; processes applications.
- Assists students in filling out forms; collects and records fees; processes incoming requests; assists students resolving transcript issues; sends transcripts to students and colleges.
- Provides information to students, faculty and other departments regarding registration and admission procedures and other general information.
- Assists students with and processes online registrations, drops and additions; collects and accounts for money; issues receipts; closes out and balances cash drawer.
- Coordinates the athletic eligibility assessment process, communicating with staff and faculty in athletics department.
- Codes and processes out-of-state and International student applications; notifies students of their non-resident status; maintains records of out-of-state or International student tuition fees.



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- Certifies the enrollment of students eligible to collect veterans’ benefits; interprets and applies state and federal regulations governing the collection of V.A. benefits; maintains records.
- Maintains and runs a variety of reports on a daily basis.
- Performs necessary transactions that involve correcting student academic records; recalculates grade points and semester units; enters academic notations on student records; and posts credit by examining classes and grades.
- Responds to requests from other educational institutions, housing, Employment Development Department, student loans, and other agencies involving the verification of student status and records.
- Collects, records and logs subpoenas directed to the Custodian of Records.
- Generates late add codes for faculty to retrieve online; accesses system to print and distribute census rosters throughout the semester, and produces duplicate copies as necessary.
- Creates, maintains, distributes and verifies records of weekly, daily, and positive attendance rosters; calculates hours and input changes into database; inputs grades on rosters.
- Answers phones acting as the first point of contact, providing information on admissions, registration and student records.
- Prepares routine correspondence and departmental materials; opens, processes and distributes incoming mail; maintains office supply inventory; establishes and maintains administrative files and records.
- May support other Student Services programs by preparing reports and paperwork required for program administration; scheduling appointments; monitoring check-in; and maintaining electronic schedules.
- Supervises and trains student assistants; may assist in selecting student assistants.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- State and federal regulations, and District policies and procedures.
- Methods of cash handling and cash reconciliation.
- Current business practices relevant to the department of Admissions and Records.
- Communicate effectively, both orally and in writing.
- Modern office procedures, practices and technology/equipment.
- Modern software applications (e.g. Microsoft Office Suite, etc.).
- Record keeping principles and procedures.
- Basic mathematics.

Skill/Ability to:

- Interpret and communicate rules, regulations, and policies regarding admissions and records, and apply to daily operations.
- Train and supervise assigned student assistants or other part-time, temporary employees.



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- Operate and enter data into a computer accurately.
- Serve students, staff and colleagues in a helpful, empathetic, professional manner.
- Adapt to changing circumstances, multi-task and handle stressful situations.
- Make mathematical calculations accurately.
- Work on complex software systems for inputting and monitoring student records.
- Keyboard with accuracy.
- Understand and independently 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

- Two (2) years of experience in a college admissions and records or other student services office.

EDUCATION/LICENSE OR CERTIFICATE

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

Adopted: 07/01/17