ADMISSIONS/RECORDS ASSISTANT, LEAD

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	58	**07/01/2017**	Classified	1 of 3

DEFINITION

To provide assistance in the coordination of day-to-day operations of the Admissions and Records Office; to perform complex tasks and provide lead technical and functional supervision; and to implement office policies and procedures.

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 provide training and direction to student assistants or other assigned staff.

EXAMPLES OF DUTIES

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

- Assists the manager in the coordination of day –to-day office activities.
- Performs technical work, including registration set-up and coding and auditing materials for input to the data processing system.
- Provides information to students, faculty and others regarding enrollment processes, grades, class schedules and department policies and procedures.
- Interprets and provides information on routine policies and procedures pertaining to admissions and records.
- Receives money in payment of registration fees; balances cash boxes and verifies receipts; assists in the coordination of student fee collection.
- May provide direction, training, guidance and work review to the Admissions and Records staff or other specialized functions.
- Coordinates and monitors the work flow of Admissions and Records staff.
- Programs requirements for evaluations in the degree audit system.
- Maintains certificates and transfer evaluations in college degree audit system.

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- Develops and maintains the degree audit system and rules.
- Administers articulation agreements with accredited colleges and universities.
- Maintains admissions and records website by updating published information as required.
- Registers students into classes by accurately inputting student and class information into the Enterprise Resource Planning (ERP) System.
- Delegates and oversees the checking of athletic eligibility and the processing of Veterans Administration assistance records.
- Assists in the creation of admissions and records procedures with other lead admissions and records assistants and managers that are consistent with college, District and state regulations.
- Participates in training activities to maintain current knowledge of Admissions and Records regulations and procedures.
- Oversees reconstruction of student records and grade changes and maintains the security and integrity of student records.
- Resolves complex issues regarding student registration, admission, records maintenance and research.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- General principles of records management.
- Enterprise Resource Planning (ERP) System.
- Degree audit.
- Student educational plans.
- College, District and state regulations, policies and procedures.
- Data system operations, including program content as it relates to registration and admissions.
- Procedures, policies, rules, precedents and regulations regarding college admissions and records.
- Current operations and business practices relevant to the department of Admissions and Records.
- English usage, grammar, spelling, and vocabulary.
- Modern office methods, procedures and equipment.
- Modern software applications (e.g. Microsoft Office, etc.).
- Principles of training and supervision.
- Interpretation and evaluation of student records.

Skill/Ability to:

- Plan, train, direct and prioritize the work of others.
- Interpret and apply the rules, regulations, and policies governing registration and admissions work.

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- Adapt to changing circumstances, multi-task and handle stressful situations.
- Communicate effectively, both orally and in writing.
- Perform technical duties of admissions and registration.
- Keyboard with accuracy.
- Work on complex software systems for inputting and monitoring student records.
- Prepare and maintain accurate and complete records and reports.
- Apply critical thinking skills to make appropriate decisions regarding the acceptance and placement of college coursework.
- 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

- Four (4) years of technical experience in a college Admissions and Records office performing admissions and records duties, including one year of experience performing technical and functional supervision.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of an Associate degree from an accredited college, or the equivalent.

Adopted: 07/01/17