



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
ADMISSIONS AND RECORDS SPECIALIST	CLASSIFIED	GRADE: L MONTHS:
BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY		Board Approved: 4/00

JOB DESCRIPTION:

Under direction, performs complex work in the areas of admissions and records; serves as a liaison with outside agencies and other educational institutions; acts as a lead worker to Admissions & Records Technicians I, II, and III within the department; supervises the work of student assistants and short-term, non-continuing employees; and perform related work as required.

SCOPE:

The Admissions and Records Specialist coordinates and completes the most technical and complex work in a specialized area of the Admissions & Records Office; provides expertise and leadership in those areas; ensures and maintains statistical records information in accordance with federal, state, and local laws and regulations; determines eligibility for state funding/F-1 student athletic participation; makes recommendations for office policies and procedures.

DISTINGUISHING CHARACTERISTICS:

The Admissions & Records Specialist is distinguished from the Admissions & Records Technician III by the responsibility of implementing regulations pertinent to the Athletic/Education Code, Title 5, Attendance Accounting and/or International Student Program for community colleges. Incumbents in this classification may work independently at an off-site college center and assist in the coordination of outreach-marketing efforts for off-site centers.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Monitors academic progress and determines athletic eligibility for students as determined by the California Commission on Athletics and makes verification to appropriate agencies.
2. Responsible for implementation of regulations pertinent to the Athletic Code, Education Code, Title 5, Attendance Accounting and/or International Student Program for California Community Colleges.
3. Researches and determines appropriate medium of document storage and management in accordance with Title 5 regulations.
4. Coordinates and maintains student records including on-line and hard copy record storage and document control.
5. Coordinates with Computing Services the updating and maintenance of the degree success audit system.
6. Works independently at off-site College Center as a liaison with the public and college community, assisting students, businesses, other educational institutions, programs and agencies.
7. Assists in coordinating outreach-marketing efforts for off-site center classes.

KEY DUTIES AND RESPONSIBILITIES (cont.):

8. Organizes and audits reports necessary for the timely completion of the colleges' official reports to the Chancellor's Office and other agencies.
9. Develops specialized statistical reports for District administration as requested.
10. Advises and assists international students on immigration regulations and Admissions and Records policies and procedures.
11. Develops and presents orientations to introduce international students to the college environment.
12. Reviews and assesses credentials of non-resident alien applicants for issuance of acceptance document (I-20); may evaluate transcripts from other countries.
13. Acts as the department contact for state auditors.

EMPLOYMENT STANDARDS**ABILITY TO:**

Work independently with minimum supervision; perform complex admissions and records responsibilities; type with accuracy from clear copy or handwritten notes; understand and carry out oral and written directions; interpret, apply and communicate the rules, regulations, and policies of the District's Admissions and Records Office; operate a personal computer and enter data into computer database; act as a lead worker to other Classified staff and supervise student assistants; analyze and resolve situations accurately and adopt an effective course of action; compose correspondence and accurate reports with minimal direction, plan and deliver presentations to individuals and/or groups; meet with the public tactfully and courteously and answer questions at the counter and over the telephone; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Modern office methods and equipment, including computerized and manual records systems; personal software programs, including word processing and other complex applications appropriate to area of responsibility; methods used in evaluating transcripts and course content; principles and practices of data management; proper reception and telephone techniques; proper English usage, spelling, vocabulary, and grammar; composing letters and writing reports; techniques in training and supervision of others; policies related to evaluations, athletic eligibility, international student program, records maintenance retention, enrollment outreach services; analytical methods and procedures; immigration law and non-immigrant visa procedures; college admissions and records office policies and procedures.

MINIMUM QUALIFICATIONS:

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

Education:

Associate's degree.

Experience:

Four years of increasingly responsible clerical experience, including three years in a college admissions & records office.