



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, ADMISSIONS & RECORDS	CLASSIFIED	GRADE: N MONTHS:
BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY		Board Approved: 4/00

**JOB DESCRIPTION:**

Under general supervision, plan, organize, and implement the functions of the Admissions & Records Office of the Petaluma Campus; and perform related work as required.

**SCOPE:**

The Coordinator, Admissions & Records assists students and staff in the areas of admissions, enrollment, information, records, rosters and other related services; reviews, evaluates and coordinates new services to be offered; advises administrators in the adjudication of student appeals.

**KEY DUTIES AND RESPONSIBILITIES:**

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

1. Coordinates the collection, processing and dissemination of data related to student admissions and enrollment; ensures implementation of District Admissions & Records policy and Title 5 of the Education Code in coordination with the Admissions & Records Office at the Santa Rosa Campus.
2. Develops and monitors annual STNC, graphics and supplies budget for the area.
3. Serves as a liaison for students and other campus departments; refers students to appropriate department to meet their needs.
4. Represents the Petaluma Campus and serves as a delegate to the California Association of Community Colleges Registrar and Admission Officers and Admissions and Records department meetings.
5. Coordinates enrollment and admissions procedures, verifications, records, residency and rosters functions including, but not limited to, reviewing and auditing the class schedule of courses for accuracy and completeness.
6. Performs outreach services and special enrollment services for students at off campus locations; participates in District and community sponsored events to promote the college's programs and services.
7. Prepares and maintains specialized statistical reports as requested.
8. Coordinates with, and serves as back up to, other departments at the Petaluma Campus as necessary.
9. Maintains office supplies and graphics.
10. Maintains internal control of cash handling procedures to ensure minimum exposure to error or misappropriation.
11. Serves as a lead worker to other Admissions & Records classified staff at the Petaluma Campus.
12. Supervises student assistants and short-term, non-continuing employees.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Perform complex evaluation, admissions, enrollment and records maintenance duties; act as a lead worker to other Classified staff in the area; supervise student assistants and short-term, non-continuing employees; apply basic accounting principles for budget development; interpret and apply the rules, regulations and policies of the District and Title 5 of the Educational Code; analyze situations accurately and adopt an effective course of action; operate a personal computer and enter data; 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; proper telephone techniques; proper English usage, spelling, vocabulary and grammar; composing letters and reports.

### **LICENSE OR CERTIFICATE:**

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

### **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:*

Three years of increasingly responsible clerical experience, including two years in a college admissions and records office.