



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
ADMISSIONS AND RECORDS SPECIALIST	CLASSIFIED	GRADE: K MONTHS:
BOARD POLICY REFERENCE: 2008/2009 CLASSIFICATION STUDY		Board Approved: 08/11/09

JOB DESCRIPTION:

Under direction, performs confidential, technical work in the areas of Admissions & Records; resolves complex issues relating to a specialized area of Admissions & Records; and performs related work as required.

SCOPE:

The Admissions and Records Specialist completes complex work in a specialized area of the Admissions and Records Office; may provide technical expertise and leadership in specialized areas; recommends office policies and/or procedures; may serve as a lead worker to other Classified staff in the area.

DISTINGUISHING CHARACTERISTICS:

The Admissions & Records Specialist is distinguished from the Admissions & Records Technician by the ability to determine eligibility for and process grade changes and record corrections; make final determinations on residency status, admission holds, and prerequisite challenges; may prepare layout for College catalog; develop and coordinate enrollment process for special programs, and work independently at an off-site college center or 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. Ensures implementation of regulations, policies and procedures.
2. Resolves complex issues regarding District requirements, policies and procedures related to Admissions & Records.
3. Determines eligibility for and processes grade changes and record corrections.
4. Reviews and advises on petitions to waive college regulations, and processes related requests for refunds and fee reversals.
5. Researches and evaluates transcripts and coursework completed to determine eligibility for fulfillment of General Education and Intersegmental General Education Transfer Curriculum (IGETC) certifications.
6. Ensures the accuracy and integrity of the student academic record by merging duplicate records.
7. Reviews roster data for errors and discrepancies and provides updated roster materials to instructors.

KEY DUTIES AND RESPONSIBILITIES (Continued):

8. Determines, assigns and removes probation/dismissal status and/or admission holds on student records.
9. Interpret and implement Family Educational Rights and Privacy Act of 1974 (FERPA) and Title 5 regulations as they pertain to a student's right to privacy and accuracy and retention of academic records.
10. Composes, edits, and prepares layout for College catalog/commencement program and other various printed material.
11. Ensures accurate implementation of regulations for the prerequisites program and/or develops and coordinates enrollment process for special programs.
12. Serves as liaison with Computing Services to ensure timely and correct data reports and/or program codes.
13. Ensures accuracy and completeness of official college documents, such as diplomas and certificates and creates, orders and disperses documents to eligible students.
14. Assists in coordination of the annual commencement ceremony.
15. Coordinates scanning and imaging processes of student records; determines appropriate documents for imaging in support of evaluation process; provides technical assistance to counselors and staff regarding the imaging system.
16. Ensures implementation of Title 5, Attendance Accounting Manual, admissions and residency statutory and regulatory guidelines.
17. May serve as a lead worker to other classified staff in the area.
18. May supervise and train student and short-term, non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Work independently; perform complex, admissions, and records tasks; 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; resolve situations accurately and adopt an effective course of action; operate a personal computer and accurately enter data into computer database; act as a lead worker to other Classified staff and supervise student assistants; meet with the public tactfully and courteously and answer questions over the counter and by telephone; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

EMPLOYMENT STANDARDS (Continued):

KNOWLEDGE OF:

Modern office methods and equipment, including computerized and manual records systems; personal computer software programs, including word processing and other complex applications appropriate to area of responsibility; principles and practices of data management; proper reception and telephone techniques; proper English usage, spelling, vocabulary, and grammar; letter and report writing; techniques in training and supervision of others.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Graduation from high school. Associate's degree preferred.

Experience:

Increasingly responsible technical experience, including significant experience in a college admissions and records office.