



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
MATRICULATION TECHNICIAN I	CLASSIFIED	GRADE: I MONTHS: 12
BOARD POLICY REFERENCE:		Board Approved: 03/11/08

JOB DESCRIPTION:

Under general supervision, perform a variety of matriculation duties including registration, assessment, orientation and follow up of students; serve as a liaison to appropriate college departments, and perform related work as required.

SCOPE:

The Matriculation Technician I completes moderately complex admissions & records work, provides information to students, faculty, staff, and the public; administers a variety of assessment tests used by the District, ensures integrity of testing environment and materials; scores tests and coordinates distribution of results to students and appropriate college departments; works with departments to develop and present program orientation material; provides follow up services to students to ensure successful matriculation.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Trains staff in District regulations, policies and procedures related to matriculation.
2. Interacts directly with students, faculty and staff in communicating and interpreting college matriculation policies.
3. Records and tabulates student demographic and statistical information for various departments.
4. Maintains accurate electronic and written documents.
5. Ensures maintenance of accurate records and filing systems.
6. Orders and maintains matriculation supplies.
7. Participates in community outreach efforts, events, and special off-campus and on-site registration services.
8. Facilities intake and processes enrollments.
9. Administers college assessment, placement and diagnostic tests to students at various locations throughout the District.
10. Maintains order during administration of tests and ensures security of testing materials.
11. Registers examinees for tests, prepares test materials and flyers.
12. Scores tests by machine and/or by hand as appropriate.
13. Enters results of tests into computer database(s); maintains computer and written records of test use and scores.
14. Maintains confidentiality of test scores.

KEY DUTIES AND RESPONSIBILITIES (Cont.):

15. Responds to inquiries from students and the public by phone and in person.
16. Performs administrative and clerical duties related to matriculation activities as required.
17. Conducts individual program orientations as needed.
18. Conducts follow up activities to ensure student success.
19. Supervises student assistants and short-term, non-continuing personnel.

EMPLOYMENT STANDARDS

ABILITY TO:

Explain test requirements concisely and clearly; perform moderately complex admissions and records responsibilities, type with accuracy from clear copy or handwritten notes; understand and carry out oral and written instructions; interpret, apply, and communicate rules, regulations and policies related to matriculation services; meet with the public tactually and courteously and answer questions in person and over the telephone; supervise student assistants; manage and direct large groups of people; follow and understand oral and written direction; keep records and prepare reports; operate a personal computer and enter data into a computer database; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Modern office procedures and practices; various office equipment including personal computers; software programs including word processing, spreadsheets, database programs and computerized and manual records systems; letter and report writing; English usage, vocabulary, spelling and grammar; techniques in training and supervising students.

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; A.A. preferred

Experience:

One year experience in office procedures; experience in college environment preferred; experience serving diverse populations.