



**CLASS TITLE: ADMISSIONS AND RECORDS ASSISTANT, SENIOR**

**RANGE 27**

**SUMMARY:**

Under the direction of an assigned supervisor, perform specialized and complex clerical duties related to student academic records and transcripts; prepare and maintain educational records; provide technical information regarding transfer work, academic records, policies and procedures.

**ESSENTIAL FUNCTIONS:**

Evaluate incoming transcripts to determine unit value and grade points for advanced standing; check for course repetition, academic renewal and other transcript notations; calculate the equivalency of quarter hours to semester units.

Confirm other colleges and universities accreditation in the evaluation of transfer work; verify level, unit value, and grading system from catalog, microfiche, or through correspondence with other institutions.

Perform daily duties involving the document imaging and microfilming of student records as required by Title 5, and prepare and maintain files for imaged and microfilmed records.

Prepare, query, extract, code, update databases, update student records, and compile files (imaged folders and hardcopy folder maintenance ) for student admission; monitor high school college credit students, credit by exam, tech prep, and honor society to assure compliance with policies and regulations.

Provide technical information and assistance to students, counselors, faculty, Financial Aid and others concerning academic records, transfer work accepted, and policies and procedures, to comply with federal regulations and matriculation process.

Assist students with inquiries regarding student status, transfer work, grades and petitions.

Process official incoming transcripts; scan, maintain, and process documents through a work flow using document image technology.

Perform a variety of counter and clerical work requiring general knowledge of admissions and records activities.

Determine academic probation and disqualification status after grade changes; assist students with inquiries regarding student status, transfer work, grades and petitions.

Assist students and other visitors at the counter; provide information concerning applications, program changes. Credit and non-credit courses; and provide a variety of general information.

Prepare and maintain all applicant and student files.

Process and submit electronic files as assigned.

**SECONDARY FUNCTIONS:**

Maintain a database of college codes for advanced standing file; query the student database to extract data pertaining to student enrollment.

Communicate with Information Systems advising as to changes needed to be made on current programs, and revising existing messages on the application program.

Certify enrollment for students obtaining financial aid, insurance, employment, and deferment of loan payments; process fee waivers according to established guidelines as instructed by the supervisor.

Maintain departmental area(s) in a safe, clean, and orderly condition; assure compliance with established safety procedures and regulations.

Train and provide work direction for part-time employees.

Maintain currency of qualifications for area of assignment.

Assist in a variety of registration activities; provide necessary registration information including web registration information to students, staff, and visitors.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Procedures and methods involved in evaluation of student records and transcripts.

Modern office practices, procedures and equipment including telephone techniques and etiquette.

State laws and district regulations of admissions and records functions and activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

Perform a variety of specialized and responsible duties related to student academic records.

Evaluate student transcripts and academic records for advanced standing.

Explain and interpret complex academic policies and procedures.

Learn District, state and federal admissions and records laws, regulations, functions and activities (e.g. Title 5).

Communicate effectively both orally and in writing.

Perform specialized clerical work and basic math computations with speed and accuracy.

Operate a personal computer including various software packages to enter and retrieve data using keyboarding skills in an efficient and effective manner consistent with requirements of the position.

Establish and maintain cooperative and effective working relationships with others.

Integrate new technology into recordkeeping system.

Maintain confidentiality.

Plan and organize work; work independently to meet schedules and timelines.  
Train and provide work direction to others.

**EDUCATION:**

Graduation from high school or equivalent.

**EXPERIENCE:**

Increasingly responsible clerical recordkeeping experience, including admissions and records or related experience.

**WORKING CONDITIONS:**

Admissions & Records Office environment; some light bending and stooping to retrieve files and other documents; some light lifting at times; subject to constant interruptions and frequent interactions with student, staff, and the public.