

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ADMISSIONS AND RECORDS ASSISTANT

BASIC FUNCTION:

Under the direction of an Admissions and Records Supervisor, perform a variety of Admissions and Records duties such as student registration, transcripts, records, residency and attendance accounting; provide a variety of information and assistance to students, public and staff concerning admissions, registration and student records.

REPRESENTATIVE DUTIES:

Participate as necessary in general Admissions and Records office activities while specializing in one or more office functions, such as registration, transcripts, records, residency and attendance accounting. *E*

Process applications, maintain attendance records, process student grades and other documents assuring completeness and adherence to established policies and procedures; research and resolve discrepancies and problems in records. *E*

Operate computer terminal to enter and correct data for assigned Admissions and Records office activities, and to request related reports. *E*

Provide general and specific information regarding a wide variety of admissions and registration policies and procedures to students, staff, faculty and the community in writing, over the telephone or at the counter. *E*

Determine residency status, military and other exam placement credit, and class drop requests according to established procedures. *E*

Register students for classes and programs; provide guidance and direction to others as assigned. *E*

Develop a variety of correspondence, lists and reports for students, other District offices, and outside organizations regarding Admissions and Records matters. *E*

Compile and prepare statistical reports and records. *E*

Monitor and assure timely collection of attendance and registration data and grades from instructional staff; inform and orient instructional and counseling staff regarding Admissions and Records office procedures. *E*

Serve as a resource for office staff, San Ysidro staff and others regarding Admissions and Records policies and procedures. *E*

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Establish and maintain files of a variety of data related to assigned activity; assure availability of records for proper time periods, and prepare documents for micro-filming. *E*

Assist students in completion of forms, petitions and other documents. *E*

Provide work direction to student and hourly workers as needed; oversee office operations during evening hours.

Assist in developing procedures for assigned Admissions and Records activities.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Record-keeping techniques.

Operation of a computer terminal and data entry techniques.

Interpersonal skills using tact, patience and courtesy.

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

Basic math.

Oral and written communication skills.

Residency status and immigration laws applicable to community college admissions.

ABILITY TO:

Learn to apply and interpret rules, regulations and policies regarding community college admissions and records office.

Develop, prepare, audit and maintain accurate and complete records, reports and files.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Operate a variety of office equipment including a computer terminal.

Perform keyboard entry at an acceptable rate of speed.

Review documents for accuracy, completeness and compliance with required procedures and regulations.

Work independently with little direction.

Speak and write clearly in a designated second language as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years clerical experience involving frequent public contact and the application of detailed rules and procedures.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this class may be required to speak in a second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions and distractions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read and review applications and other data for accuracy and prepare records and reports.

Hearing and speaking to exchange information with students, staff and public.

Sitting or standing for extended periods of time.

Bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files, supplies and other materials.

HAZARDS:

Contact with dissatisfied or abusive individuals.