ADMISSIONS AND RECORDS COORDINATOR

DEFINITION

Under the direction of the Director of Admissions and Records or designee, leads and coordinates the operation and activities of assigned functions within the Admissions and Records office; organizes and oversees registration or academic records, including transcripts; assists the Director in planning, implementing, documenting departmental procedures and planning the department budget needs and provides work direction and guidance to assigned office staff on a day-to-day basis.

CLASS CHARACTERISTICS

The Admissions and Records Coordinator performs lead level duties in support of either the academic records function or the admissions and registration function.

EXAMPLES OF DUTIES (Illustrative Only)

- Under the general supervision of the Director of Admissions and Records or designee, coordinate and oversee the operation and activities of assigned functions within the Admissions and Records office, including student registration, the admissions process, transcript production, academic records, student attendance accounting procedures, Veteran's Administration certification, residency determination, transcript evaluation, general education certifications, and related functions (E)
- Assist in formulation of operational plans and activities (E)
- Assist in administering approved budget (E)
- Assist in planning and implementing departmental procedures, policies and regulations (E)
- Implement methods and procedures for assigned areas during registration periods (E)
- Coordinate late and on-going registration procedures as appropriate (E)
- Organize and oversee registration (E)
- Evaluate and certify associate degree and certificate petitions, ensuring satisfactory completion of all requirements (E)
- Evaluate and certify general education requests (E)
- Confer with appropriate personnel regarding information systems issues to streamline procedures and develop and improve computer applications (E)
- Assure proper scheduling of computer-generated reports (E)
- Confer with and provide information to administrators, faculty, staff, students and others involving interpretation of policies, procedures and regulations related to assigned activities (E)
EXAMPLES OF DUTIES (continued)

- Train and provide day-to-day work direction for employees within the Admissions and Records function (E)
- Coordinate work flow, including daily job assignments and operational activities within the office of Admissions and Records (E)
- Collect and compile data and prepare reports as required or assigned (E)
- Coordinate information systems support services for the purpose of maintaining the confidentiality and integrity of the academic records, including academic grade changes and various petitions; e.g. credit by examination and student demographic information (E)
- Maintain archival records system, including microfilm storage and retrieval of records not in student database (E)
- Conduct continuous review of office procedures pertaining to the admissions and registration systems and activities (E)
- Recommend changes as appropriate (E)
- Perform computer operations to update academic records and verify student information (E)
- Enter and retrieve a variety of information and reports as necessary (E)
- Maintain current knowledge of college curriculum, rules, regulations and guidelines applicable to the Admissions and Records Department (E)
- Order and prepare registration materials and supplies
- Maintain communication and provide support in coordination of admissions and registration activities at off-campus locations (E)
- Serve on College committees as assigned
- Perform related duties as required or assigned

(E) = designates an essential function

QUALIFICATIONS

Knowledge of:

- Procedures and operations of college admissions and records
- Basic budgeting principles and procedures
- Residency laws and procedures
- Operation of microcomputer equipment and various software programs including student information systems, word processing, database management and spreadsheet computer applications software
- Recordkeeping and filing principles and practices for both computer and paper systems
- Effective customer service techniques and etiquette
- Business mathematics
- Basic supervisory principles and practices
- Correct English usage, including spelling, grammar and punctuation
Qualifications (continued)

Skill in and ability to:

- Read, interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain data and produce correspondence and reports
- Keyboard with sufficient skill to enter data and produce reports
- Make mathematical calculations with speed and accuracy
- Maintain confidentiality of information
- Organize work, set priorities, make critical deadlines and follow up on assignments with a minimum of direction
- Operate office equipment such as microcomputer, computer terminal, printer, calculator, copier and facsimile machine
- Use database management, spreadsheet and computer software effectively
- Perform specialized clerical/technical duties related to Admissions and Records' services
- Understand and follow oral and written directions
- Analyze situations accurately and adopt an effective course of action
- Create and produce correspondence, reports and procedures documentation independently or with brief instruction
- Communicate effectively both orally and in writing using tact, patience and courtesy
- Establish and maintain cooperative and effective working relationships with others in a diverse work environment

NOTE: Specific positions may require or desire bilingual skill in a designated second language.

Other requirements:

- Sitting and operating a computer keyboard to enter data into a computer terminal for extended periods of time, as necessary
- Must be able to bend, stoop, walk, and stand, at times for extended periods
- Must be able to safely lift light objects
- Reaching overhead, above the shoulders, and horizontally, to store or retrieve files and records
- Must also be willing to work evenings and weekends at on- and off-campus locations, as necessary
- May be required to possess (at the time of hire) and maintain a valid California driver's license and a safe driving record in order to drive a vehicle.

Education and Experience:

Any combination equivalent to:

Equivalent to completion of two years of college-level coursework and three years of responsible experience in an educational environment or other responsible work experience related to the assignment including one year working with admissions and/or records processes. Experience may be substituted for education on a year-to-year basis.

Established: September 14, 1998
Revised: October 20, 2005