ADMISSIONS & RECORDS SPECIALIST
JOB #CCC848
$3,286 - $3,983 per month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: December 5, 2007
CLOSING DATE: January 25, 2008
POSITION LOCATION Cypress College – Admissions & Records
SCHEDULED SHIFT: 10:30 a.m. to 7:30 p.m. – Monday through Thursday
8:00 a.m. to 5:00 p.m., - Friday
(Schedule and shift are subject to change in accordance with department needs.)
STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for performing complex technical duties in the Admissions and Records Office and serving as the lead technician in providing information and customer assistance to students, faculty, staff and the public. Coordinate and organize the day-to-day activities within an assigned service area in an Admissions and Records Office to assure efficiency of operation; research and investigate problems and identify appropriate solutions. Provide information and assistance on the telephone or in person to students, staff and the public regarding admissions, registrations, records, enrollment, fees and other areas of student service. Process applicable fees: receive, account for, balance and deposit monies at assigned location. Process and maintain attendance collection, accounting and recording of student grades, degrees and vocational certificates process application forms according to established procedures, process student program changes. Maintain accurate records and files including student transcripts; make grade changes and cumulative GPA corrections; locate and obtain various information from records as requested; prepare and maintain records for storage. Collect and post a variety of information from standardized media to various types of central records; utilize appropriate data processing programs. Provide information and assist other Admissions and Records staff, counselors, instructors, other District departments, and outside agencies as needed or assigned; assist in registration as assigned. May process applicable fees; receive, account for, balance and deposit monies at assigned location; lock and secure office records and supplies as required. Prepare and type correspondence, labels and other written materials as required; duplicate materials as needed; route and distribute incoming and outgoing mail. Train and provide work direction and guidance to others as directed. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

OTHER FUNCTIONS
In addition to the essential functions, the Admissions & Records Specialist trains and provides work direction to others as directed.

QUALIFICATIONS
Education and Experience: High school diploma or equivalent. Minimum three (3) years increasingly responsible administrative experience, preferably in a college or university admissions and records office.

Ability to: Interpret, apply and explain rules, regulations, policies and procedures; make arithmetic calculations quickly and accurately; operate a variety of office equipment such as calculator, computer, copier, typewriter, etc; analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; work independently with little direction; complete work efficiently with many interruptions; work confidentially with discretion; meet schedules and time lines; understand
and follow oral and written directions; communicate effectively, orally and in writing; understand scope of authority in making independent decisions; review situations accurately and determine appropriate action according to established guidelines; establish and maintain effective working relationships with others.

Knowledge of: District organization, operations, policies and objectives; applicable sections of State Education Code and other applicable laws; organization, policies, and rules of assigned department or program; modern office practices, procedures and equipment; record-keeping techniques; correct English usage, grammar, spelling, punctuation, and vocabulary; various computer software applications.

SPECIAL REQUIREMENTS

- None

WORKING RELATIONSHIPS

The Admissions & Records Specialist maintains frequent contact with co-workers in the Admissions and Records Office, various departments, outside agencies, students, faculty and the public.

WORKING CONDITIONS

College environment; subject to constant interruptions and frequent interaction with others; subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.

APPLICATION PROCEDURE

- DISTRICT CLASSIFIED APPLICATION REQUIRED (Failure to sign and complete all fields in the General Information section of the application will be considered an incomplete application and will not be considered).

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #CCC848 Admissions & Records Specialist, in all correspondence. You may include cover letters, resumes, letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of (All sections must be completed) application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:

North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE

Completed applications must be received in the Human Resources office on or before January 25, 2008, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. All employees driving personal leased, or district owned vehicles for District related activities must certify possession of a valid California Drivers License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

The North Orange County Community College District, in compliance with all applicable Federal and State Laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available in the District’s Human Resources Office.