SCE STUDENT RECORDS COORDINATOR
JOB #SCC952
$3,610 - $4,380 per Month
(The District pays employee’s portion of PERS retirement contribution)

DATE POSTED: December 20, 2007
CLOSING DATE: January 16, 2008
POSITION LOCATION School of Continuing Education – Wilshire
SCHEDULED SHIFT: 8:00 a.m. to 5:00 p.m. – Monday through 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 coordinating the timely processing and maintenance of student records to ensure accurate recordkeeping and reporting for the School of Continuing Education. Coordinate, organize and direct collection, verification, and processing of attendance data from instructors to ensure accurate and timely enrollment reporting; identify and resolve problems related to enrollment and attendance data collection; update the attendance information database. Assist in the planning and implementing of procedures related to student records management that assures integrity of the database; assist in establishing the schedule and deadlines for registration and enrollment; perform database registration set-up; receive and verify registration data. Coordinate the evaluation of graduation diplomas and certificates; schedule and verify the accuracy and storage of records and files including student transcripts; post grades and make grade changes; communicate with other District departments regarding enrollment, grade, evaluations and related issues. Perform clerical duties; type letters, memos, and correspondence to faculty regarding records or attendance matters. Maintain and prepare a variety of complex statistical records and reports related to records and admissions operations and activities; perform statistical analyses as assigned; audit M.I.S. reports. Train and provide work direction and guidance to others. Learn and apply emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

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

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

Ability to: Learn, interpret, apply and explain rules, regulations, policies and procedures; to operate a variety of office machines including typewriter, computer terminal, calculator, and copy machines; analyze situations accurately and adopt an effective course of action; complete work efficiently with many interruptions; work confidentially with discretion; plan, organize and prioritize work; meet schedules and time lines; communicate effectively, both orally and in writing; train and provide work direction to others; establish and maintain effective working relationships with others.
DESIRABLE QUALIFICATIONS
General knowledge of student attendance accounting.

WORKING RELATIONSHIPS
The SCE Student Records Coordinator maintains frequent contact with various departments, outside agencies, students, faculty and staff.

WORKING CONDITIONS
College or District student records or accounting office 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).**

Applications may be downloaded at [www.nocccd.edu](http://www.nocccd.edu), or requested from the Human Resources office by e-mailing [hr@nocccd.edu](mailto:hr@nocccd.edu) or calling (714) 808-4810. Reference Job #SCC952, SCE Student Records Coordinator in all correspondence. You may include cover letters, resumes, and letters of reference, etc. as attachments to your completed application. The District will not return or make photocopies of 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 16, 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.