

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Admissions & Records Specialist	Range:	36
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

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.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Coordinates and organizes the day-to-day activities within an assigned service area in an Admissions and Records Office to assure efficiency of operations; researches and investigate problems and identifies appropriate solutions.
2.	Provides 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 services.
3.	Processes applicable fees; receives, accounts for, balances and deposits monies at assigned location; locks and secures office records and supplies as required.
4.	Processes and maintains attendance collection, accounting and recording of student grades, degrees and vocational certificates; processes application forms according to established procedures, processes student program changes.
5.	Maintains accurate records and files including student transcripts; makes grade changes and cumulative GPA corrections; locates and obtains various information from records as requested; prepares and maintains records for storage.
6.	Collects and posts a variety of information from standardized media to various types of central records; utilizes appropriate data processing programs.
7.	Provides information and assists other Admissions and Records staff, counselors, instructors, other District departments, and outside agencies as needed or assigned; assists in registration as assigned.
8.	Prepares and types correspondence, labels and other written materials as required; duplicates materials as needed; routes and distributes incoming and outgoing mail.
9.	Trains and provides work direction and guidance to others as directed.
10.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
11.	Performs related duties as assigned.

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**OTHER FUNCTIONS**

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

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**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.

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**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

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**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives  
Knowledge of applicable sections of State Education Code and other applicable laws  
Knowledge of organization, policies, and rules of assigned department or program  
Knowledge of modern office practices, procedures and equipment  
Knowledge of record-keeping techniques  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Knowledge of various computer software applications  
Ability to interpret, apply and explain rules, regulations, policies and procedures  
Ability to make arithmetic calculations quickly and accurately  
Ability to operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to work independently with little direction  
Ability to complete work efficiently with many interruptions  
Ability to work confidentially with discretion  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, orally and in writing  
Ability to understand scope of authority in making independent decisions  
Ability to review situations accurately and determine appropriate action according to established guidelines  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

None

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**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.

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