NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION

Job Title: Admissions & Records Technician
Range: 33

Date Revised: 
Date Approved: April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing technical duties in the Admissions and Records Office and 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. Provides technical information and assistance to students, staff and the public regarding admissions, registrations, records, enrollment, fees and other areas of student services.

2. Instructs students in correct procedures for completion of forms and applications; explains applications, requirements and restrictions; reviews completed forms for accuracy and completeness.

3. Processes a variety of forms related to admissions and records according to established procedures, processes student program changes.

4. Processes applicable fees; receives, accounts for, balances and deposits monies at assigned location.

5. Processes attendance accounting and collection and recording of student grades, degrees and vocational certificates; processes transcripts and application forms according to established procedures.

6. Collects and posts a variety of information from standardized media to various types of central records; utilizes appropriate computer information systems programs; participates in the processing of applications, program adds and drops, determination of program eligibility, residency and applicant status.

7. Provides information and assists other Admissions and Records staff, counselors and instructors as needed or assigned; assists in registration as assigned.

8. 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.

9. Types correspondence, labels and other written materials as required; duplicates materials as needed; routes and distributes incoming and outgoing mail.

10. Trains and provides work direction and guidance to others.

11. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

12. Performs related duties as assigned.
OTHER FUNCTIONS
In addition to the essential functions, the Admissions & Records Technician may assist in directing the work of others as directed and may also be responsible for a specialized program within an Admissions & Records office.

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

EDUCATION AND EXPERIENCE
High school diploma or equivalent
Minimum one (1) year of responsible clerical experience, preferably in a college or university admissions and records office

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

SPECIAL REQUIREMENTS
None

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