

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	SCE Student Records Coordinator	Range:	40
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for coordinating the timely processing and maintenance of student attendance records to ensure accurate recordkeeping and reporting of enrollment for the School of Continuing Education.

ESSENTIAL FUNCTIONS

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

1.	Coordinates, organizes and directs collection and processing of attendance data from instructors to ensure accurate and timely enrollment reporting; identifies and resolves problems related to enrollment and attendance data collection.
2.	Assists in the planning and implementing of procedures related to student records management that assures data integrity of database; establishes schedule and deadlines for registration and enrollment.
3.	Receives data and proofs for accuracy; receives registration cards and verifies data; communicates with instructors regarding incorrect or late information; updates computerized information as needed.
3.	Oversees the input of master class schedule into database and proofs for accuracy; processes changes and updates to master class schedule database; audits M.I.S. reports.
4.	Assures proper control and distribution of instructor attendance data sheets; assures deadlines are met.
5.	Performs clerical duties; types letters, memos, and correspondence to faculty regarding records or attendance matters.
6.	Receives, counts, and balances cash collected from registration; prepares bank deposits; maintains records of cash transactions and receipts.
7.	Maintains and prepares a variety of complex statistical records and reports related to Student Accounting operations and activities; performs statistical analyses as assigned.
8.	Trains and provides work direction and guidance to others.
9.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

OTHER FUNCTIONS

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WORKING RELATIONSHIPS

The SCE Student Records Technician maintains frequent contact with faculty and staff.

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, 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 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 learn, interpret, apply and explain rules, regulations, policies and procedures

Ability to operate a variety of office machines including typewriter, computer terminal, calculator, and copy machines

Ability to analyze situations accurately and adopt an effective course of action

Ability to complete work efficiently with many interruptions

Ability to work confidentially with discretion

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to communicate effectively, both orally and in writing

Ability to train and provide work direction to others

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

College or District student records or accounting office environment; subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.
