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
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.