NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	
JOB DESCRIPTION	

Job Title:	Admissions and Records Analyst	Range:	44
Date Revised:		Date Approved:	September 13, 2022

PRIMARY PURPOSE

This position is responsible for developing, maintaining, testing, and validating transfer articulation and including internal and external databases within Admissions and Records. Performs difficult to complex business and system analyses of current business practices, processes and workflows within Admissions and Records and recommends modifications or new processes to facilitate various evaluative processes. Develops testing and implementation plans for new systems, system enhancements and upgrades. Reviews and coordinates work on ongoing projects, ensuring compliance with applicable local and state laws and standards.

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

1.	Develop and maintain transfer articulation database, including performing regular maintenance to ensure accuracy of transfer data; evaluate transfer courses for compliance with local and state requirements and general education standards; compare transfer course content via course description, syllabus, and/or student learning outcomes to local courses to determine course equivalency.
2.	Develop and run reports to analyze trends in student transfer articulation; identify necessary changes and enhancements to electronic database and degree audit systems and recommend and implement improvements to transfer evaluation practices.
3.	Act as technical lead and serve as liaison between functional staff in Student Services and Information Services technical staff in the development, implementation, and enhancement of designated systems modules.
4.	Lead and facilitate the analysis of business processes, practices, and workflows for improvements in transfer evaluation and other graduation evaluation related processes.
5.	Coordinate and train designated graduation evaluation staff on input of transfer work into database system and student academic history.
6.	Track curriculum changes at the local and state levels throughout designated systems and analyze impact of changes on evaluation processes.
7.	Analyze and troubleshoot degree audit coding including testing for compliance that student education plans satisfy state standards and evaluating diagnostic reports and student data to detect and resolve any inaccuracies with student degree audit data.
8.	Act as liaison between various areas of Student Services in relation to evaluation processes and designated systems modules.
9.	Train users on systems processes specific to Student Services and evaluation processes; write and oversee the preparation of user documentation, written procedures, training guides, manuals and materials for users and support staff; meet with users to provide information on systems changes and address questions or issues; instruct users on set up and execution of specific processes.

10.	Maintain knowledge of and performs comprehensive evaluations for academic records and transfer credits to determine student eligibility for admissions, general education requirements, programs, degrees and vocational certificates as needed.
11.	Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
12.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
13.	Perform related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Admissions and Records Analyst maintains frequent contact with various personnel and managers within Student Services, Division Deans, Department Coordinators, Counselors, and Articulation Officers, Information Services department, contract programmers, and vendors.

EDUCATION AND EXPERIENCE

Minimum Qualifications

A Bachelor's degree from a regionally accredited institution and four years of increasingly responsible professional experience within an environment with high emphasis on customer service and program coordination, preferably in an educational setting OR sixty (60) semester units and six (6) years of experience related to the position OR a combination of equivalent education and experience.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles, practices and methods of business process and systems analysis
Knowledge of project management tools and techniques, including managing project schedules and effective change management
Knowledge of local and state organization, policies, procedures and rules related to California Community College curriculum
Knowledge of methods and practices for conducting unit and system testing
Knowledge of database design concepts and data management software
Ability to learn quickly, understand and apply user business processes and requirements needed to consult effectively with managers and users

Ability to perform business process analyses and reach sound, logical conclusions regarding essential user needs and requirements
Ability to facilitate and lead user meetings, negotiate understanding and build consensus agreements
Ability to work effectively and collaboratively in a team environment, either as a team member or team leader
Ability to read, interpret, explain, and apply complex technical information on systems processes and interdependencies for technical and non-technical audiences
Knowledge of state, district, and department processes and procedures for the development, review, and adoption of courses and instructional programs 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 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, 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 timelines
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
Professional environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); Standing for long periods of time (2-3 hours) repetitive use of upper extremities, fine finger manipulation, including hand coordination activities; driving to a variety of locations to purchase or pick-up items, or make arrangements for activities and events.