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| Position: Admissions and Records Lead                               | Position Number:                     |
| Department/Site: Student Services                                   | FLSA: Non-Exempt – (Classified CSEA) |
| Reports to: Director, dean, or other administrator in assigned area | Salary Range 34                      |

**DESCRIPTION:**

Under limited direction of the Dean of Student Affairs, Enrollment Services or other administrator in assigned area, the Admissions and Records Lead serves as a policy and reporting expert for federal, state and institutional policies and procedures related to admissions, registration, student records, and international students.

**DISTINGUISHING CHARACTERISTICS:**

The Admissions and Records Lead is the highest classification in this Admissions and Records series of positions. The incumbent in this position performs technical work with a high degree of accuracy in planning, organizing, and implementation of admissions and records programs with considerable degree of independence, thereby relieving the supervisor of a wide range of routine program administration functions. The incumbent is typically assigned responsibility for specific completed admissions and records functions, coordination of the work of the department, and any of the duties contained in the lower levels of this classification.

**REPRESENTATIVE DUTIES:**

- x Keep knowledge of regulations and procedures related to student admissions and records, including matriculation, current through self-study and communication, and communicate changes in those regulations and procedures to the Dean of Student Affairs, Enrollment Services and other Admissions and Records staff.

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- x Serve as a liaison between Admissions and Records, Academic Affairs, and the Business Office regarding the coordination of services to students.
- x Serve as lead to test enrollment functionscheduled computer software system upgrades and new software implementations.
- x Ensure that international students are enro

- x Ensure timely, efficient and effective delivery of services to students regarding admission, registration, academic records, graduation, and student fees.
- x Interpret and explain rules, regulations, procedures, policies and catalogs regarding student registration, transcript evaluation, graduation, degree and transfer requirements and serve as a resource for department.
- x Analyze systems and processes, identify system breakdowns, and identify solutions to address deficiencies.
- x Organize and prioritize to manage a workload both independently and as part of a team.
- x Perform difficult and technical records evaluation duties.
- x Perform complex analysis of various application materials.
- x Establish and maintain cooperative and effective working relationships with others.
- x Make arithmetic calculations quickly and accurately.
- x Train and provide work direction to others.
- x Maintain confidential and complex records and files.
- x Operate a variety of office equipment including a computer, at a high level of proficiency, and quickly learn new programs.
- x Work with a diverse student population and communicate with non-English speaking communities.
- x Use strong customer service skills to effectively complete job duties.
- x Communicate effectively both orally and in writing
- x Analyze situations accurately and adapt effective course of action.
- x Meet schedules and time lines.
- x Make independent judgments with limited supervision.

#### EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree and five years of increasingly responsible experience in admissions and records or a related function.

#### LICENSES AND OTHER REQUIREMENTS:

Some incumbents in this classification may be required to possess a valid California driver's license and use of personal vehicle.

#### PHYSICAL EFFORT/WORKING ENVIRONMENT:

Office environment; constant interruptions; dexterity of hands and fingers to operate a computer keyboard; sitting for extended periods of time, bending at the waist, kneeling or reaching to retrieve file records.