
Position: Admissions and Records Technician

Position Number:

PAWS, the college's email system, and college's course management software system.

- x Establish schedule for printing and distribution of class rosters and distribute as appropriate; provide updated class lists for instructors as needed.
- x Keep current on knowledge of regulations and procedures related to student admissions and records, including articulation, through self-study and communication, and communicate changes in those regulations and procedures to supervisor and other enrollment services staff.
- x Give courteous and accurate directions to students on how to register, petition for graduation, file various petitions, and finalize registration.
- x Verify enrollment and graduation of students for outside agencies entitled to receive that information.
- x Verify, calculate; make changes as needed; monitor attendance according to procedures to assure accurate data for the college's portionment funding and statistical reporting.
- x Collect student fees; prepare receipts as appropriate.
- x Train and provide work direction to student assistants; coordinate and schedule student hours for employment; recruit, test and interview students for employment; review and prepare timesheets for monthly payment.
- x Provide technical assistance and guidance concerning admissions and records computer programs; enter a variety of data into computer to update student information; compile information, generate reports and create computer files as needed; operate scanning and other office equipment as assigned.
- x Process inquiries and international student applications and assess residency.
- x Assist incoming international students with registration, orientation procedures, and legal requirements of the federal government, including the Department of Homeland Security.
- x Provide lead direction during registration process as assigned; assure the timely processing of registration documents including the adding and dropping of students.
- x Prepare and maintain a variety of records, reports, and files related to students and assigned activities; maintain confidentiality of student information.
- x Perform registration duties for courses throughout the school year both on and off campus.
- x Perform other office activities including receiving, opening, and distributing mail, ordering and maintaining office supplies, establishing and maintaining filing system, typing and duplicating various materials and composing correspondence.
- x Assist students at the front counter; disseminate information about admissions procedures and the college; make referrals as appropriate.
- x Serve on assigned committees.
- x Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- x Community college courses, curriculum, graduation, and transfer requirements.
- x Community college credit evaluation policies and procedures.
- x Regulations governing the community college registration procedures.
- x Electronic data processing.

- x Modern office practices, procedures, and equipment.
- x Record-keeping techniques.
- x Correct English usage, grammar, spelling, punctuation and vocabulary.
- x District organization, operations, policies, and objectives.
- x Applicable sections of state Education Code and other relevant laws.
- x Technical aspects of field of specialty.
- x Interpersonal skills using tact, patience, and courtesy.
- x Oral and written communication skills.

ABILITY TO:

- x Learn Admissions and Records regulations, policies, and procedures
- x Interact with others using tact, patience, and courtesy.
- x Interpret and explain rules, regulations, procedures, and policies regarding student registration, transcript evaluation, graduation, degree a