

ADMISSIONS/RECORDS ASSISTANT-SECRETARY

DEFINITION

To perform assignments in the admission and registration functions of the Admissions and Records Office; to provide assistance to the Admissions and Records Office Manager in the coordination of office activities; and to perform secretarial duties for the Director of Admissions and Records.

DISTINGUISHING CHARACTERISTICS

This classification is for positions assigned a combination of duties from the Admissions/Records Assistant and the Secretary class series. An incumbent in this class serves as the secretary to the Director of Admissions and Records and performs assignments in the area of admissions and registration. In addition, duties include providing assistance to the Admissions and Records Office Manager in the coordination of activities for an office.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Admissions and Records.

Exercises technical or functional supervision over assigned staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Assist the Admissions and Records Office Manager in the coordination of office activities.

Perform technical work for the Admissions and Records Office, including registration set-up and coding and auditing materials for input to the data processing system.

Perform a variety of responsible secretarial duties; including material of a confidential nature, consisting of letters, reports, bulletins, and memoranda.

Design, prepare, order, and distribute all report and office forms for the record keeping system in the Admissions Office; maintain ledger sheets on budget expenditures.

Research attendance data each semester in response to student grade review requests and instructor final grade roster corrections; make appropriate change to student records.

Provide information to students and faculty regarding registrations and enrollment processes, grades, class schedules, and federal and state benefit programs; assist governmental agency investigators, administrators, and faculty with student record information and attendance data; research material and prepare student records for service of subpoenas.

Maintain current Master Schedule of Courses by semester; maintain an accurate daily log of courses being offered.

Make decisions requiring interpretation of policies and procedures pertaining to admissions and records in the absence of the managers.

EXAMPLES OF DUTIES

Receive money in payment of enrollment and drop fees; balance cash boxes and verify receipts; assist in the coordination of student fee collections.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Data system operations, including program content as it relates to registration and admissions.

Operations, procedures, specific rules and precedents of the Admissions and Records Office.

Principles of training and supervision.

Interpretation and evaluation of student records.

Office equipment, procedures and practices, including filing systems, receptionist and telephone techniques, and letter and report-writing.

English usage, vocabulary, spelling, grammar and punctuation.

Basic bookkeeping methods.

Skill to:

Plan, train, and direct the work of others.

Perform technical duties of admissions and registration.

Perform difficult secretarial work with speed and accuracy.

Type at a speed of not less than 50 net words per minute from clear, legible copy.

Operate a calculator and personal computer efficiently.

Prepare and maintain accurate and complete records and reports.

Interpret and apply the rules, regulations, and policies governing registration and admissions work.

Make decisions concerning policies and practices regarding admissions and records procedures during the absence of the manager(s).

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Three years of increasingly responsible clerical experience; at least two years of experience in a college admissions and registration office; and at least one year of experience in a supervisory capacity.

Training:

Equivalent to completion of the twelfth grade including or supplemented by specialized clerical courses.