

ADMISSIONS/RECORDS ASSISTANT I
ADMISSIONS/RECORDS ASSISTANT II

DEFINITION

To perform a variety of clerical and technical duties involved in student registration, admissions and records input, retrieval and maintenance.

DISTINGUISHING CHARACTERISTICS

Admissions/Records Assistant I

This is the entry level class in the Admissions/Records Assistant series and positions within this class are considered to be in a training status. Work at this level is distinguished from that of the Admissions/Records Assistant II in that the duties are of a standard and prescribed nature. Positions assigned to this class may be required to provide general and specific information at a student service counter, as well as to process requests. As experience is acquired, the employee performs with increasing responsibility.

Admissions/Records Assistant II

This is the journey level class in the Admissions/Records Assistant series. Positions in this class are flexibly-staffed and are normally filled by advancement from the lower class of Admissions/Records Assistant I, or, when filled from the outside, require prior admissions and records work experience. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualifications standards for the class.

Positions allocated to the class of Admissions/Records Assistant II differ from positions allocated to the class of Admissions/Records Assistant I in that they are specialized in an area such as the interpretation of application of federal or District regulations regarding certification of students for veterans or social security benefits, or in determining that students meet District residency requirements. Positions which have the responsibility for the operations of the Admissions and Records Office in the evening are also allocated to the class of Admissions/Records Assistant II.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Admissions and Records Office Manager.

May exercise technical or functional supervision over student assistants, hourly classified personnel or temporary agency personnel.

EXAMPLES OF DUTIES

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

Provide information to students regarding registration, admission, courses offered, and transcripts.

Receive Admissions and Enrollment forms; review for accuracy; process applications into terminal.

(Over)

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Assist students in filling out transcript request forms and collect fees; order transcripts on the CRT; enclose transcripts in sealed envelopes and send to appropriate places.

Assist students in filling out drop cards, withdrawal cards, petitions, and changes of program; input into the terminal.

Code and process out-of-state and foreign student applications; make resident determinations; notify students of their non-resident status.

Maintain records of out-of-state or foreign student tuition fees.

Distribute, prepare, maintain and verify records of weekly, daily, and positive attendance rosters; calculate hours and input changes on the CRT; input grades on Daily Census rosters.

Certify the enrollment of students eligible to collect veterans benefits; interpret and apply state and federal regulations governing the collection of V.A. benefits; maintain records; act as liaison between students and veterans administration.

Maintain Course Conflict and Course Repetition Reports.

Perform necessary transactions that involve correcting student academic records; recalculate grade points and semester units; enter academic notations on student records; post credit by examining classes and grades.

Certify student units and date of enrollment and/or G.P.A. for loan institutions, Social Security Administration and other agencies.

Process on-line registration, drops and adds; issue receipts close out and balance; collect and account for money.

Supervise and train student assistants; may assist in selecting student assistants.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Admissions/Records Assistant I

Knowledge of:

English usage, grammar, spelling, vocabulary and punctuation.

Modern office methods, procedures and equipment.

Record keeping principles and procedures.

Basic mathematics.

Skill to:

Learn to operate and enter data into the CRT accurately and quickly.

Learn District procedures, regulations and policies.

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Skill to: (Continued)

Communicate with and relate to a wide variety of students.

Adapt to changing circumstances and handle stressful situations.

Make mathematical calculations rapidly and accurately.

Type at a speed of not less than 40 net words per minute from clear copy.

Understand and carry out both oral and written instructions.

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:

One year of general clerical experience, preferably involving some public contact.

Training:

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

Admissions/Records Assistant II

In addition to the minimum qualifications for Admissions/Records Assistant I:

Knowledge of:

Procedures, policies, and regulations regarding college admissions and records.

Skill to:

Interpret rules, regulations, and policies regarding admissions and records.

Train and supervise assigned student assistants or other employees.

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:

Two years of experience performing duties equivalent to those assigned to an Admissions/Records Assistant I in the District.

Training:

Completion of the twelfth grade, including or supplemented by specialized clerical courses.