

**Admissions and Records Specialist III
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=227847>

Downloaded On: May. 8, 2024 10:33pm

Posted Dec. 20, 2023, set to expire Jul. 1, 2024

Job Title Admissions and Records Specialist III
Department
Institution Mt. San Antonio College
Walnut, California

Date Posted Dec. 20, 2023

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Admissions/Student Records/Registrar

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Apply By Email

Job Description

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Admissions and Records Specialist III

Position Number: CM-098-2024

Department: Admissions & Records

Job Category:

Time (Percent Time):

Term (months/year):

Current Work Schedule (days, hours): Monday-Friday 10:30AM-7:00PM

Salary Range: A-81

Salary: A-81Steps 1 - 6: \$5,309 - \$6,776 monthly

Shift Differential:

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Shift differential eligibility based on the current collective bargaining agreement.

Open Date: 12/18/2023

Initial Screening Date: 02/05/2024

Open Until Filled: Yes

Application Procedure:

First Review of Applications: Complete application packets will be accepted until the position is filled; however, **applications submitted by 11:59 p.m. (PT) on the above listed Initial Screening Date are assured consideration.**

Applicants must submit all of the following materials online, unless otherwise noted, at Mt. SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.
4. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.
5. Optional - Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

Health & Welfare:

Mt. San Antonio College offers a competitive and excellent benefits package to **eligible employees** providing medical, dental, and vision benefits for eligible employees and their dependents. Lifetime medical benefits are also available for eligible retirees.

The College contributes an annual premium up to the family coverage amount for Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans for eligible employees.

The District participates in the Public Employees Retirement System (PERS), State Teachers

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Retirement System (STRS) retirement programs, and National Benefit Services.

*Note: Salary and Health & Welfare Benefits are subject to change. Please visit the [Mt. San Antonio College Benefits Website](#) for further information.

Basic Function/Overview:

DEFINITION: Under general supervision, provides a variety of complex student support services, including reviewing, evaluating, and verifying graduation requirements, academic eligibility, and registration information in accordance with District admission and registration policies; provides information and assistance to students and the public regarding registration, student records, and admissions.

SUPERVISION RECEIVED & EXERCISED: Receives general supervision from the Dean, Enrollment Management. May provide technical and functional direction to assigned support staff and/or student workers.

CLASS CHARACTERISTICS: This is the advanced journey-level in the Admissions and Records Specialist class series. Incumbents at this level are capable of performing the most complex student support services, including evaluating transfer coursework and graduation applications and update the degree audit system and student database to reflect annual changes in the catalog. Employees at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. This class is distinguished from the Supervisor, Student Services in that the latter is the full supervisory-level class responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in student support services.

Essential Duties/Major Responsibilities:

1. Reviews and evaluates transfer coursework by investigating student academic history, researching courses reflected on the transcript and ensuring appropriate credit is used to satisfy degree requirements, calculating unit values and grade points, applying appropriate articulation/subject credit, entering courses and calculations into student database and making necessary adjustments, preparing evaluation report of transferable credit, entering course prerequisites, and applying credit in the student information system; communicates findings to students, faculty, staff, and management. 2. Reviews and evaluates graduation applications, including conducting degree audits to verify requirements are met; evaluates transfer work and Advance Placement, International Baccalaureate scores; checks Grade Point Average (GPA) and honors courses; performs final graduation check at end of semester to determine completion status; updates graduation application status in student database; prints and provides awarding list to Director of Marketing for annual commencement; notifies and corresponds with students, staff, faculty, and management on status of graduation applications. 3. Prints and issues

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diplomas; obtains proper signatures; ensures processing of diplomas in a timely and efficient manner.4. Compiles information and maintains records of course equivalency and eligibility information; collects data from divisions and ensures accuracy of data.5. Inputs information into student information systems (e.g. Banner), tests, maintains, and updates equivalency data provides "reverse" articulation, prerequisite eligibility, and evaluations of transfer coursework.6. Responds to questions regarding institutional and transfer course requirements and web audit outputs.7. Inputs the general education and degree/major/certificate changes, additions, and deletions in the degree audit system; tests and troubleshoots campus audit system issues; refers technical issues to the Information Technology Department; ensures accuracy of data.8. Answers questions from and provides support services to students and visitors regarding registration, admissions, student records, and other student services policies and procedures of the District; processes late adds, reinstatements, transfers, Petitions for Exceptional Action, transcripts, residency reclassification requests, enrollment verification, nonresident tuition exemption, and other related student services requests.9. Compiles information and data for various reports; checks and ensures accuracy of the data.10. Maintains and updates departmental record systems and specialized databases; enters and updates information; retrieves information from systems and specialized databases as required.11. Maintains accurate and detailed spreadsheets, files, and records, verifies accuracy of information, researches discrepancies, and records information.12. Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.13. Prepares, copies, collates, and distributes a variety of documents; ensures proper filing of copies in departmental or central files.14. Screens calls, visitors, and incoming mail; assists students and visitors at front counter and directs to appropriate locations and/or staff; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints.15. Composes, types, formats, and proofreads a variety of routine letters, reports, and documents.16. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.17. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.18. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.19. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.20. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.21. Prepares and delivers oral presentations related to assigned areas as required.22. Performs other related duties as assigned.

Other Duties:

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Knowledge Of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment. 2. Student admissions and records rules, processes, and procedures of a community college or equivalent admissions and records rules, processes, and procedures in an equivalent institution or function. 3. General education course information for eligibility process and graduation review. 4. Research and reporting methods, techniques, and procedures. 5. Principles and practices of data collection and report preparation. 6. Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned. 7. Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications. 8. Record keeping principles and procedures. 9. Principles, practices, and techniques of effectively dealing with the public and basic public relations. 10. English usage, spelling, vocabulary, grammar, and punctuation. 11. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills and Abilities:

1. Advocate for and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment. 2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff. 3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment. 4. Interpret, apply, explain, and ensure compliance with applicable Federal, State, local and District policies, procedures, and regulations. 5. Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative. 6. Conduct research; analyze, interpret, summarize, and present technical information and data in an effective manner. 7. Respond to and effectively prioritize multiple phone calls and other requests for service. 8. Compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions. 9. Make accurate mathematical and basic statistical computations. 10. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work. 11. Establish and maintain a variety of filing, record keeping, and tracking systems. 12. Organize own work, set priorities, and meet critical time deadlines. 13. Operate modern office equipment including computer equipment and specialized software applications programs. 14. Use English effectively to communicate in person, over the telephone, and in writing. 15. Understand scope of authority in making independent decisions. 16. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures. 17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

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1. Equivalent to an Associates degree from a regionally accredited college; and 2. Five (5) years of general office clerical experience, including three (3) years of performing duties in student records maintenance and/or an admissions office, or 3. Two (2) years of experience equivalent to a position at the Admissions & Records Specialist II.

Equivalencies:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.

Preferred Qualifications:

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

Hazards:

Conditions of Employment:

The person holding this position is required to be present on Mt. San Antonio Colleges campus

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to perform all essential duties and responsibilities.

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees - The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#).

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

Special Notes:

A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: **(909) 274-4225**. E-mail: employment@mtsac.edu.

DO NOT include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

LONG DISTANCE TRAVEL FOR INTERVIEWS: Should you be invited to an interview, please contact our office to discuss an accommodation option if attending the interview would require you to travel in excess of 150 miles one way from your residence.

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.

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Foreign Transcripts:

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the [National Association of Credential Evaluation Services Website](#).

Inquiries/Contact:

Human Resources

1100 N. Grand Avenue, Walnut, CA 91789-1399

Phone: (909) 274-4225

E-mail: employment@mtsac.edu

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [Mt. SAC Employment Website](#) to complete and submit your application for this position.

EEO Policy:

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

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Cancel RTF Policy:

To apply, visit <https://hrjobs.mtsac.edu/postings/11318>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Mt. San Antonio College

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