

**Senior Admissions and Records Specialist (Substitute)  
South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=234022>

Downloaded On: May. 16, 2024 11:20am

Posted Apr. 3, 2024, set to expire Jan. 28, 2025

<b>Job Title</b>	Senior Admissions and Records Specialist (Substitute)
<b>Department</b>	
<b>Institution</b>	South Orange County Community College District South Orange County Community College District, California
<b>Date Posted</b>	Apr. 3, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Admissions/Student Records/Registrar
<b>Job Website</b>	<a href="https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Senior-Admissions-and-Records-Specialist--Substitute-_REQ12102">https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Senior-Admissions-and-Records-Specialist--Substitute-_REQ12102</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**SUMMARY DESCRIPTION**

Under direction from assigned supervisory or management staff, performs a variety of advanced level technical duties in support of Admissions and Records program activities including evaluation of residency applications or serving as regular lead during registration; prepares a variety of records and reports; and responds to difficult questions and requests for information from students, staff, and the general public received by phone, electronically, or in-person.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Admissions and Records Specialist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including evaluating residency applications and serving as regular lead during registration. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

**Contact Information**

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

**Contact**

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