

Registration Specialist (Part-Time)
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=235235>

Downloaded On: May. 19, 2024 1:18am

Posted Apr. 26, 2024, set to expire Jul. 1, 2024

Job Title Registration Specialist (Part-Time)
Department English as a Second Language
Institution Mt. San Antonio College
Walnut, California

Date Posted Apr. 26, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Admissions/Student Records/Registrar

Apply Online Here <https://apptrkr.com/5210402>

Apply By Email

Job Description

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Registration Specialist (Part-Time)

Position Number: CM-148-2024

Department: English as a Second Language (ESL)

Job Category:

Time (Percent Time):

Term (months/year):

Current Work Schedule (days, hours): Mon 4pm-9pm, Tues/Thurs 3:30pm-8:30pm, Wed 4pm-8pm

Salary Range: A-59

Salary: A-59Steps 1 - 6: \$2,026 - \$2,586 monthly

Shift Differential:

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Shift differential eligibility based on the current collective bargaining agreement.

Open Date: 04/24/2024

Initial Screening Date: 05/15/2024

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, all candidates, including current or former employees of the college, are required to show evidence of the awarded/conferred degree from the issuing college/university, and this evidence must be submitted with the online application to demonstrate that the required educational qualifications are met. Unofficial transcripts or a copy of the diploma are acceptable at the time of application. Official transcripts will be requested if an offer of employment is made.
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 providing medical, dental, and vision benefits to **eligible employees** and their dependents. Lifetime supplemental medical benefits are also available for eligible retirees.
- The College contributes an annual premium up to the family coverage amount equivalent to Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans for eligible employees.

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The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

*Note: The District does not cover Medicare expenses. Please visit the [Mt. San Antonio College Benefits Website](#) for further information. Salary and Health & Welfare Benefits are subject to change based on the Collective Bargaining Agreement.

Basic Function/Overview:

DEFINITION: Under general supervision, performs specialized work in enrolling and registering students; provides information and assistance to students and visitors regarding registration, student records, and admissions.

SUPERVISION RECEIVED & EXERCISED: Receives general supervision from assigned supervisory or management personnel. Exercises no supervision of staff.

CLASS CHARACTERISTICS: This is a journey-level class that performs the full range of registration support services, including student registration, monitoring attendance, and maintaining and updating the College's student database system. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from other clerical and administrative support classes in that it is responsible for performing specialized work in the enrollment and registration of students and maintaining and updating student records.

Essential Duties/Major Responsibilities:

1. Performs registration support services to support departmental operations, including enrolling and registering students and creating and updating student databases; monitors waiting lists; notifies students of cancelled classes and various other registration updates; answers questions from and provides support services to students and visitors regarding registration, admissions, and student records policies and procedures of the College.
2. Audits and monitors attendance; ensures weekly attendance posting is completed accurately by instructors; runs missing attendance reports and contacts instructors as needed.
3. Assists students with placement tests, including preparing testing materials and sign-in sheets, providing information to counselors to proctor tests, and updating student database systems.

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4. Compiles information and data for various reports; checks and ensures accuracy of the data.
5. Maintains and updates departmental record systems and specialized databases; enters and updates information; retrieves information from systems and specialized databases as required.
6. Maintains accurate and detailed spreadsheets, files, and records, verifies accuracy of information, researches discrepancies, and records information.
7. 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.
8. Prepares, copies, collates, and distributes a variety of documents; ensures proper filing of copies in departmental or central files.
9. Screens calls, visitors, and incoming mail; assists students and visitors 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.
10. Composes, types, formats, and proofreads a variety of routine letters, reports, marketing materials, and documents.
11. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
12. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
13. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
14. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
15. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
16. Prepares and delivers oral presentations related to assigned areas as required. Performs other

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related duties as assigned.

Other Duties:

Knowledge Of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Student registration rules, processes, and procedures of a community college.
3. Interpret, apply, and explain the registration rules and procedures of the College.
4. Applicable federal, state, local, and College policies, codes, regulations, technical processes, and procedures related to the function to which assigned.
5. Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
6. Record keeping principles and procedures.
7. Principles, practices, and techniques of effectively dealing with the public and basic public relations.
8. Techniques for providing a high level of customer service by effectively dealing with the public, students, and College 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.

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4. Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and College policies, procedures, and regulations.
5. Respond to and effectively prioritize multiple phone calls and other requests for service.
6. Compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions.
7. Make accurate mathematical and basic statistical computations.
8. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
9. Establish and maintain a variety of filing, record keeping, and tracking systems.
10. Organize own work, set priorities, and meet critical time deadlines.
11. Operate modern office equipment including computer equipment and specialized software applications programs.
12. Use English effectively to communicate in person, over the telephone, and in writing.
13. Depending on assignment, may be required to speak a designated second language.
14. Understand scope of authority in making independent decisions.
15. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

1. Equivalent to the completion of twelfth (12th) grade; and
2. Two (2) years of general office administrative experience.

Equivalencies:

Any combination of training and experience which would provide the required knowledge, skills, and

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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:

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with upset 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. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents 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 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

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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.

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 to the application and submitted by

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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, considering the 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 follow Board approval and live scan clearance receipt.

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).

Cancel RTF Policy:

To apply, visit <https://hrjobs.mtsac.edu/postings/11476>

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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

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