

Admissions and Records Evaluator, Categorical
(EXTENDED) (One or more positions)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=128341>

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Posted Aug. 30, 2019, expired Dec. 30, 2019

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| Job Title | Admissions and Records Evaluator, Categorical (EXTENDED) (One or more positions) |
| Department | Administration (IVC-030-000) |
| Institution | South Orange County Community College District South Orange County, California |
| Date Posted | Aug. 30, 2019 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Other Administrative Categories |
| Academic Field(s) | Admissions/Student Records/Registrar |
| Apply Online Here | http://jobs.socccd.edu/postings/10215 |

Apply By Email

Job 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 transcripts; encodes and maintains degree audit and transfer equivalency systems including related programs, tables, reports, and functions; performs other Admissions & Records Specialist and Senior Admission & Records Specialist duties as assigned; 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, e-mail, or in-person.

Contact Information



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

Please see the job description for contact details pertaining to this university job announcement.