

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

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Posted Dec. 2, 2019, set to expire Apr. 2, 2020

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	Dec. 2, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Admissions/Student Records/Registrar
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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 see the job description for contact details pertaining to this university job announcement.