

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

Direct Link: <https://www.AcademicKeys.com/r?job=143656>

Downloaded On: Sep. 24, 2020 2:08pm

Posted Jul. 2, 2020, set to expire Oct. 29, 2020

Job Title	Admissions and Records Specialist II
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Jul. 2, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Admissions/Student Records/Registrar
Apply Online Here	https://apptrkr.com/1942678

Apply By Email

Job Description

Admissions and Records Specialist II

Position Number: 2013141010

Department: Admissions & Records

Job Category: Classified Unit A

Time (Percent Time): 100%

Term (months/year): 12 months/year

Current Work Schedule (days, hours): Monday-Thursday, 10:30 a.m.- 7:00 p.m., Friday 8:00 a.m. - 4:30 p.m.

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Salary Range: A-69

Salary: Steps 1 - 6, \$3,914 - \$4,996 per month

Shift Differential:

Open Date: 07/25/2019

Initial Screening Date: 08/20/2019

Open Until Filled: No

Application Procedure:

Complete application packets will be accepted until the position is filled; however, those submitted by 11:59 p.m. (PST) on August 20, 2019, are assured consideration.

Applicants must submit all of the following materials online at [url= <http://hrjobs.mtsac.edu>]<http://hrjobs.mtsac.edu> 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 rsum that summarizes educational preparation and professional experience for the position.
4. College and/or university transcripts showing the awarded/conferred degree (if applicable) 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.

Health & Welfare:

College contributes \$10,946 toward annual premium for medical, dental, vision and life insurance coverage. Lifetime retirement benefits provided for eligible retirees.

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

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Retirement System (STRS) retirement programs, and MetLife Social Security Alternative Plan.

*Note Salary and Health & Welfare Benefits are subject to change

Basic Function/Overview:

Under general supervision, provides a variety of student support services, including processing student enrollment verification requests, interpreting, advising, and processing certificate applications, processing Credit by Exam, Advanced, Placement, and International Baccalaureate credits, and researching and processing requests for transcripts, applications, residency status, certificates, and other documents; provides information and assistance to students and visitors regarding registration, student records, and admissions.

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

This is the journey-level in the Admissions and Records Specialist class series. Incumbents at this level are capable of performing the full range of student support services, including student enrollment verification, evaluation of certificate requirements, and access to assign and change credit values. 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 the Admissions and Records Specialist III in that the latter performs more advanced technical and specialized student support services duties, including reviewing, evaluating, and verifying graduation requirements, academic eligibility, and registration information, requiring additional training and/or experience.

Essential Duties/Major Responsibilities:

1. Processes, logs, and follows-up on student enrollment verification requests; ensures requested information is provided efficiently and accurately.
2. Answers questions from and provides support services to students and visitors regarding registration, admissions, and student records policies and procedures of the District; processes late adds, reinstatements, transfers, Petitions for Exceptional Action, transcripts, residency reclassification requests, and nonresident tuition exemption requests.
3. Evaluates and processes certificate applications, including conducting certificate audits; monitors and reviews college catalog for annual certificate requirements, course additions and deletions, course information; update the degree auditing program.
4. Reviews transcripts and enters coursework, which has already been identified on a pre-established

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list, for eligibility, including prerequisite overrides and transferable courses, into the student information systems (e.g. Banner). Processes Advanced Placement, International Baccalaureate, Credit By Exam, and other campus based high school partnerships that facilitate the awarding of credits.

5. Compiles information and data for various reports; checks and ensures accuracy of the data.

6. Maintains and updates departmental record systems and specialized databases; enters and updates information; retrieves information from systems and specialized databases as required.

7. Maintains accurate and detailed spreadsheets, files, and records, verifies accuracy of information, researches discrepancies, and records information.

8. 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.

9. Prepares, copies, collates, and distributes a variety of documents; ensures proper filing of copies in departmental or central files.

10. 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.

11. Composes, types, formats, and proofreads a variety of routine letters, reports, and documents.

12. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

13. Performs other related duties as assigned.

Other Duties:

Performs other related duties as assigned.

Knowledge Of:

1. Student admissions and records rules, processes, and procedures of a community college or equivalent admissions and records rules, processes, and procedures in a equivalent institution or function.

2. Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.

3. Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.

4. Record keeping principles and procedures.

5. Principles, practices, and techniques of effectively dealing with the public and basic public relations.

6. English usage, spelling, vocabulary, grammar, and punctuation.

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

Minimum Qualifications/Education & Experience:

Equivalent to an Associates degree from a regionally accredited college and three (3) full-time equivalent years of general office clerical experience, including one (1) full-time equivalent year of performing duties in student records maintenance and/or an admissions office, or two (2) full-time equivalent years of experience equivalent to Admissions and Records Specialist I at an institution of higher education.

Equivalencies:

Preferred Qualifications:

License(s) & Other Requirements:



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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 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:

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:
[url=https://www.mtsac.edu/safety/pdf/asr_2018.pdf]https://www.mtsac.edu/safety/pdf/asr_2018.pdf

The person holding this position is considered a Responsible Employee under Title IX of the

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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:

Please note: A 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.

Foreign Transcripts:

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.

Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [\[url=mailto:employment@mtsac.edu\]](mailto:employment@mtsac.edu)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.



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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 <http://hrjobs.mtsac.edu> to complete and submit your application for this position.

Letters of Recommendation

Confidential letters of recommendation are not accepted for this position. All letters of recommendation must be uploaded to the application.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

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:

We reserve the right to reopen, re-advertise, delay, or cancel filling this position.

To apply, visit [[url=https://apptrkr.com/1942678](https://apptrkr.com/1942678)]<https://hrjobs.mtsac.edu/postings/7258>

Contact Information

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



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Contact

N/A

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