

Admissions and Records Specialist II (Sub)
South Orange County Community College District

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

Job Title	Admissions and Records Specialist II (Sub)
Department	
Institution	South Orange County Community College District South Orange County Community College District, California
Date Posted	Apr. 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Admissions/Student Records/Registrar
Job Website	https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Admissions-and-Records-Specialist-II--Sub-REQ12101

Apply By Email

Job Description

Job Description:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision from assigned supervisory or management staff, performs the full range of routine technical and clerical duties in support of the Admissions and Records functions including in the



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areas of student registration and admissions and records input, retrieval, and maintenance; modifies and corrects student records; processes transcripts; performs a variety of data processing operations including to audit and review data entry; and responds to questions and requests for information from students, staff, and the general public received by phone, e-mail, or in-person.

DISTINGUISHING CHARACTERISTICS

This is the journey level class within the Admissions and Records Specialist series. Employees within this class are distinguished from the Admissions and Records Specialist I by the performance of the full range of duties as assigned including modifying and correcting student records, processing transcripts, and performing a variety of data processing operations including auditing and reviewing data entry. Employees 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 class in that the latter is assigned a full range of computer operation tasks including responsibility for the automated generation of accurate grade reports, collection sheets, the scanning system, and the web application system in addition to the full range of duties assigned to Admissions and Records Specialist II incumbents. This class is distinguished from the Senior Admissions and Records Specialist in that the latter evaluate transcripts and residency applications, or serve as regular lead during registration.

Contact Information

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

Contact