

Senior Admissions and Records Specialist (Substitute)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=234022>

Downloaded On: Jul. 21, 2024 9:33pm

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

Job Title	Senior Admissions and Records Specialist (Substitute)
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/Senior-Admissions-and-Records-Specialist--Substitute-_REQ12102
Apply By Email	
Job Description	

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SUMMARY 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 residency applications or serving as regular lead during registration; 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, electronically, or in-person.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Admissions and Records Specialist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including evaluating residency applications and serving as regular lead during registration. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

Contact Information

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

Contact