

Admissions and Records Specialist II (Two (2) or More Positions)

South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=239310>

Downloaded On: Dec. 21, 2024 9:27am

Posted Jul. 11, 2024, set to expire Jan. 28, 2025

Job Title	Admissions and Records Specialist II (Two (2) or More Positions)
Department	Admissions and Records/Enrollment Services
Institution	South Orange County Community College District South Orange County Community College District, California
Date Posted	Jul. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional 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--Two--2--or-More-Positions-_REQ12120

Apply By Email

Job Description

Title:Admissions and Records Specialist II (Two (2) or More Positions)

Job Category:CSEA

Job Opening Date:July 10, 2024

Job Closing Date:July 30, 2024



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Location:Saddleback College

Work Location:Mission Viejo, CA

Department:Admissions and Records/Enrollment Services

Pay Grade, for more information click on this link:

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

Pay Rate Type:Monthly

Work Days:Monday - Friday

Work Hours:Monday - Thursday 9:00 am - 6:00 pm and Friday 8:00 am - 5:00 pm

Hours Per Week:40

Percentage of Employment:100%

Months of Employment:12

Salary:Starting salary \$4,760 to \$5,258 per month

Required Documents:

Required: Resume. Optional: Cover letter

Job Description:

C.S.E.A. Classified Bargaining Unit Salary Range 120

Application materials must be received by 11:59pm July 29, 2024



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Required Documents: Resume. Optional Documents: Cover Letter.
Applications missing the required documents will not be considered.

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 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.

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REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Perform transactions that involve correcting student academic records as necessary; recalculate grade points and semester units; enter academic notations on student records; post credit by examining classes and grades.
- Receive and process transcript requests; review transcripts for accuracy and research information including student holds, identification numbers, and related items; correct student academic records as directed; prepare and generate transcripts including inputting information and printing transcripts; cashier transcript requests; track number of transcripts processed; post transcripts processed to student's records.
- Process verification requests of enrollment, status, and academic history; create and prepare forms and letters verifying student status and academic history; track number of verifications processed; post verifications processed to student's records; cashier verification requests.
- Research and respond to student and instructor's inquiries regarding grade problems; research into registration issues.
- Prepare, duplicate, and distribute correspondence to instructors regarding grade submittal and collection; review all grade documents for completion and accuracy; prepare correspondence and return problem documents to instructors; notify appropriate staff of missing grades.
- Distribute, prepare, maintain, and verify records of weekly, daily, and positive attendance rosters; input grades and positive attendance hours in the computer system.
- Receive and process web applications; download web application online; review information and identify any discrepancies; send registration appointment via email to student; follow-up with student for any incomplete information; respond to inquiries made through the web pages.
- Receive and log incoming data for processing; verify information for accuracy and completeness; identify errors and make necessary correction or refer to appropriate party; prepare materials for data entry; enter data; receive computer-produced output and verify for accuracy and completeness; initiate correction to output as necessary; prepare, log, and distribute output reports and data; maintain files, source documents, and related data; assist in coding documents.
- Organize, monitor for accuracy, correct, and complete the K-12 and Emeritus enrollment process; review K-12 permit forms for accuracy, verify that appropriate and valid signatures have been provided, and assess for unit limitation compliance; retrieve and review periodic reports to assure that program participants remain in compliance.
- Assign and input all "priority registration" codes for athletes, D.S.P.S, and E.O.P.S. eligible

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participants.

- Process Supportive Services office requests for D.S.P.S and E.O.P.S. students involving Admissions and Records functions.
- Post all “unit overload” approvals forwarded to Admissions and Records by the Counseling Office.
- Prepare flyers for students with information pertaining to Cal Grant grade point average verification acceptance and processing; answer inquiries pertaining to Cal Grants; compile student’s academic records for evaluation; submit student’s grade point averages on-line to the California Student Aid Commission within established deadlines.
- Provide support and coverage to other Admissions and Records Office functions and programs including counter, phones, grades, and verifications.
- Respond to telephone, email, and personal inquiries regarding registration, application, residency, high school permits, telephone and Internet registration and applications, transcripts, and course schedules; disperse forms and answer general information questions; refer complex questions to higher-level admissions and records staff.
- Receive application forms; review for accuracy; input into computer terminal; assign identification number; schedule appointments.
- Accept transcripts, verification forms, reclass of residency forms, and related forms; receive special petition forms including general petitions, illegal repeat forms, readmission after dismissal forms, applications for certificates or Associate degree, and other forms; process special request for registration; accept and process student data changes.
- Assist students in filling out transcript request forms, add/drop cards, petitions, grade requests, and other Admissions and Records forms; input information into computer terminal. Collect fees; input/post charges, cash/check/bankcard transactions/payments, and other information to student accounts; issue receipts; close out and balance registers; prepare monies for bank deposit by reconciling funds and closing accounting pages.
- Process on-line registration, drops, and adds; respond to inquiries made through the web pages.
- Monitor enrollment of courses; notify students of filled, canceled, or changed classes.
- Process, scan, and input student documents into the document imaging management system; prioritize the scanning of documents; separate documents by type and prepare documents for scanning; scan, index, and post documents and information including applications, residency documentation, incoming transcripts, high school permits, evaluations, petitions, test scores, and other documents; review scanned materials for accuracy and clarity; file or dispose of documents when posted; troubleshoot basic system problems as necessary.
- Retrieve, open, sort, and distribute mail for the department; respond to inquiries related to assigned area including inquiries regarding the arrival of incoming official transcripts.
- Order, stock, and maintain office supplies including needed forms; file and stock transcript paper, special envelopes, stamps, toner, cartridges; class schedules, applications, data change forms,

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add and drop forms, and related forms; maintain counter inventory sheets.

- May assist in the hiring and training of part-time clerks and new specialists; prepare procedural manual; update procedural manual with changes made to programs and new office requirements.
- Utilize various computer applications and software packages; maintain and generate reports from a database or network system.
- Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.

Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles, practices, and procedures of record keeping.
- Business letter writing and basic report preparation.
- Methods and standards used in processing College paperwork.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Principles and techniques used in public relations including methods and techniques of proper counter, receptionist, and telephone etiquette.
- Basic mathematical concepts.
- Basic accounting procedures.
- Work organization principles and practices.
- English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
- Perform a variety of specialized office support and clerical duties and activities of a general and

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specialized nature in support of the Admissions and Records functions.

- Respond to requests and inquiries from students, staff, or the general public; effectively present information in person or on the telephone to students, staff, or the public.
- Balance accounting ledgers and prepare monies for deposit.
- Use sound judgment in recognizing scope of authority.
- Type or enter data at a speed necessary for successful job performance.
- Compile and organize data and information.
- Maintain filing and record-keeping systems.
- Exercise good judgment in maintaining information, records, and reports.
- Plan and organize work to meet schedules and changing deadlines.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized clerical or office related training or course work.

Experience:

Two years of increasingly responsible experience in admissions and records.



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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

SPECIAL COVID-19 NOTICE:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain



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documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

PLEASE NOTE:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

DISABILITY ACCOMODATIONS:

If you require special accommodations in the application and/or selection process, please notify District Human Resources at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

ATTENDANCE REQUIREMENT:

Report to work on a regular and consistent basis, as scheduled, to assigned job.

CAMPUS CRIME AND SAFETY AWARENESS:

Information regarding campus crime and safety awareness can be found at www.saddleback.edu or www.ivc.edu. Paper copies are available in the District Human Resources office upon request.



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EEO/AA Policy

DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY (EEO):

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

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

Contact