

**Admissions & Records Technician Senior  
Butte-Glenn Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=241959>

Downloaded On: Aug. 31, 2024 8:22pm

Posted Jul. 25, 2024, set to expire Apr. 22, 2025

**Job Title** Admissions & Records Technician Senior

**Department**

**Institution** Butte-Glenn Community College District  
Oroville, California

**Date Posted** Jul. 25, 2024

**Application** Open until filled

**Deadline**

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Admissions/Student Records/Registrar

**Job Website** <https://www.schooljobs.com/careers/buttecc/jobs/4573374/admissions-records-technician-senior>

**Apply By Email**

**Job Description**

**POSITION HIGHLIGHTS:**

The Admissions and Records Technician Senior performs technical and specialized tasks involving the evaluation of student records, registration, application processing, residency determinations, transcript and enrollment verifications, coordination of census and grade roster management, records management and retention, and assistance with audit reporting. This position supports diverse and underserved student populations, and a variety of special programs and departmental onboarding and enrollment activities. The ideal candidate will demonstrate sensitivity to, respect for, and an understanding of the diverse staff and students within community colleges.

The Admissions and Records Technician Senior uses a high level of independent judgement and leads projects requiring specialized or advanced skill in one or more areas of work assigned. This position

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requires skills to learn and interpret rules, policies, and procedures regarding student admissions, records and registration; utilize software effectively; be able to work in a collaborative, team environment as well as independently with an emphasis on accuracy and detail; communicate clearly with, and provide excellent customer service to, a diverse group of people; prioritize work, manage their own calendar, and meet deadlines; attend committee meetings, professional workshops, and conferences; and help maintain the department email.

The work schedule is Monday through Thursday, 7:30 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to 12:00 p.m. Over the summer the schedule changes to Monday through Thursday, 7:00 a.m. to 5:00 p.m. with Friday off.

***Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.***

### **REPRESENTATIVE DUTIES, MINIMUM QUALIFICATIONS, DESIRED QUALIFICATIONS:**

Please visit the [class specification \(Download PDF reader\)](#) to see the representative duties, minimum qualifications, desired qualifications, and other requirements of the position.

### **DIVERSITY QUALIFICATION:**

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity and sexual orientation and ethnic backgrounds of community college students and staff.

### **APPLICATION INSTRUCTIONS:**

All applicants, including current Butte College employees, must submit all required documents with the online application in order to move forward in the recruitment process.

### **REQUIRED ATTACHMENTS:**

- **Resume or Vita**
- **Diversity Essay:** The Butte-Glenn Community College District has a very diverse staff and student population with respect to academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds.

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- **In your Diversity Essay**, please describe your skills, education, professional development, community involvement, and professional experience working with these diverse groups.

**Contact Information**

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

**Contact**

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