

Admissions and Records Specialist  
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=247210>

Downloaded On: Oct. 19, 2024 1:15pm

Posted Oct. 17, 2024, set to expire Nov. 5, 2024

<b>Job Title</b>	Admissions and Records Specialist
<b>Department</b>	
<b>Institution</b>	State Center Community College District Fresno, California
<b>Date Posted</b>	Oct. 17, 2024
<b>Application Deadline</b>	11/05/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Admissions/Student Records/Registrar
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5728338">https://apptrkr.com/5728338</a>

**Apply By Email**

**Job Description**

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**Admissions and Records Specialist**

**Salary:** \$65,316.00 - \$80,330.00 Annually

**Location:** Districtwide, CA

**Job Type:** Permanent

**Division:** DO Personnel Commission

**Job Number:** 2024083

**Closing:** 11/5/2024 11:59 PM Pacific

**General Purpose**

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Under general supervision, performs complex and technical duties in support of official student recordkeeping related to admissions, residency and student academic records; performs complex data entry, tracking and reporting processes; oversees petitions process and resolves student enrollment issues and discrepancies in student records; performs registration and enrollment duties for nonstandard programs requiring manual processes; provides lead-level direction to lower-level Admissions and Records employees; and performs related duties as assigned.

### **Essential Duties & Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides input in selecting, training and providing day-to-day lead work guidance and direction to other staff; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; monitors workflow to ensure that mandated deadlines are being met in an optimal manner; provides information, instruction and training on work procedures and technical, legal and regulatory requirements.
2. Provides input to supervisor on employee work performance and behaviors; assists in ensuring a fair, open and inclusive work environment in accordance with the District's mission, goals and values.
3. Serves as lead technical Admissions & Records resource, coordinating the day-to-day functions of the front counter and back office operations; assists in coordination of the enrollment and registration processes in the office and as part of outreach to various high schools and campus locations; provides recommendations on policy, process and procedures enhancements.
4. Provides technical assistance and guidance to students, staff, counselors, faculty and administrators in the interpretation, clarification and application of District and California Education Code regulations and Admissions & Records guidelines, procedures and policies including enrollment, course registration, graduation and academic transfer policies, requirements and procedures.
5. Researches, reviews, processes and/or approves a variety of student petitions including residency, course eligibility, fee modifications and changes in academic records.
6. Performs bulk registration from departments including dual enrollment, cohort and other programmatic enrollments and registration processes.
7. Researches and resolves course enrollment related issues with instructors; oversees the end of term roster submission process; verifies and enters grades; makes or authorizes corrections to student records as required.
8. Maintains and assists with audit and reconciliation of all student supporting documentation to

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meet retention and audit requirements; rotates records and schedules records for destruction as needed following established District policies and procedures; maintains and ensure the confidentiality of all student documents and records in accordance with the Family Educational Rights and Privacy Act and established District policies and procedures.

9. As assigned, accepts payments and cash receipts for parking, child care, tuition and other payments; closes and balances cash drawer.
10. Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

**OTHER DUTIES**

1. Reviews student records and provides information to evaluators and counselors as requested.
2. Serves as technical liaison to departments and the Office of Instruction when problems arise due to prerequisite setup and course enrollment.
3. May be assigned to perform international student admissions services in accordance with District and Department of Homeland Security regulations.
4. May be assigned to act as School Certifying Official (SCO) in accordance with the U.S. Department of Veterans Affairs *School Certifying Official Handbook*; reviews and determines benefit eligibility status; enters data into VA records and databases; consults with VA officials and other certifying officials on a variety of matters.
5. May provide administrative support to committees and other divisional meetings; participates in the preparation of the agenda, presentations and meeting packets; takes meeting notes and prepares minutes.
6. Performs related duties as assigned.

**When assigned to Oakhurst Campus:**

1. Acts as a liaison between students and District student services such as requesting accommodations, accessing tutoring and student support programs and performing transfer and career research.
2. Schedules orientation and advisor/counselor appointments using scheduling software.
3. Reviews, submits and tracks requests for payments and purchase orders in accordance with District policies and procedures; calculates budget usage and fund percentages; submits timesheets to payroll.
4. Provides administrative and logistical support to instructors; ensures the availability of needed

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supplies, materials and equipment; assists instructors on the use of equipment and technical difficulties in classrooms and online.

5. Updates and maintains Oakhurst website and social media accounts; provides emergency notifications as needed.
6. Submits facilities work orders and coordinates work of maintenance staff and contractors.

**Employment Standards / Minimum Qualifications**

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

1. Customer service practices and telephone etiquette.
2. District student recordkeeping practices and procedures for processing student information and interpreting input and output data.
3. State college and university general education requirements; community college course credit evaluation policies and procedures; curriculum, graduation and transfer requirements.
4. Policies, procedures, goals and objectives of a college admissions and records department.
5. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
6. Research methods and procedures applicable to academic records.
7. The Family Educational Rights and Privacy Act and other District, state and federal laws, rules, regulations and policies governing student admissions and records.
8. Applicable sections of the California Education Code.
9. Safety policies and work practices applicable to the work being performed.
10. Basic principles and practices of employee work guidance and direction.
11. Personnel Commission Rules, Administrative Regulations, Human Resources procedures and collective bargaining agreements.
12. Uses and operations of scanners, phone systems, computers, standard business software, and database and spreadsheet applications.

**Skills and Abilities to:**

1. Assign and inspect the work of other admissions and records staff.
2. Interpret, explain and apply complex legal mandates, regulations, guidelines, policies and procedures applicable to assigned responsibilities with consistency and a high degree of accuracy.

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3. Analyze problems, evaluate alternatives and recommend or adopt effective courses of action in accordance with established policies and procedures.
4. Maintain confidentiality of District and student files and records.
5. Set priorities and exercise sound judgment within areas of responsibility.
6. Understand, interpret, explain and apply applicable laws, codes, regulations, policies and procedures.
7. Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
8. Communicate effectively, both orally and in writing.
9. Understand and follow written and oral instructions.
10. Operate a computer and use standard business software.
11. Exercise tact and diplomacy in dealing with sensitive, complex and confidential student situations.
12. Establish and maintain effective working relationships with all those encountered in the course of work.

### **EDUCATION AND EXPERIENCE**

Graduation from high school or GED equivalent, and at least four years of progressively responsible experience involving admissions, enrollment and student records; or an equivalent combination of training and experience.

### **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS**

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

If assigned and required to process admissions of international students, must be a U.S. citizen or lawful permanent resident of the United States and must complete Designated School Official (DSO) training within three months of appointment and maintain certification as a condition of employment.

If assigned and required to process admissions of students under Veterans Administration programs, must either be a U.S. Citizen or a U.S. Lawful Permanent Resident as required for Designated School Officials per 8 C.F.R. 214.3(l)(1)(i). Must obtain and maintain Veterans Administration School Certifying Official (SCO) certification.

If assigned and required to process admissions of students regarding athletic eligibility, must pass the Athletic Eligibility Compliance examination.

### **PHYSICAL AND MENTAL DEMANDS**



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The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds and occasionally up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

### **WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption; and intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

### **Assessment Process**

### **APPLICATION SUBMISSION**

To move forward in the selection process, you must complete an online application through our web site at <http://www.schooljobs.com/careers/scccd>. Please attach to your application a copy of your degree or transcripts (including when degree was awarded) or your application may be considered

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incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

**ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.**

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

**APPLICATION REVIEW AND ASSESSMENTS**

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will also include an online competency assessment (60% weight) and an oral interview assessment (40% weight). Of those achieving a passing score on the competency assessment only the most qualified candidates will be invited to the oral interview assessment. Passing score is 75% out of 100% on each assessment section.

INITIAL ASSESSMENT TENTATIVELY SCHEDULED AS FOLLOWS:

COMPETENCY ASSESSMENT: NOVEMBER 13, **2024**

ORAL ASSESSMENT: NOVEMBER 20, **2024**

The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

**ELIGIBILITY LIST**

Candidates who attain a passing score on each part of the assessment will be placed in rank order on a districtwide Open-Competitive List. Using the same process, a separate Promotional List will be established, and both Lists will be used concurrently. Unless otherwise indicated, the eligibility list will



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be used to fill current vacancies in this classification districtwide for at least six months. **The current vacancy is with Fresno City College and Madera Community College.**

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.

### ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

**SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.**

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4694941/admissions-and-records-specialist>

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### Contact Information

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

### Contact

N/A

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