

## Enrollment & Grading Specialist - Program Specialist 2 Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=251948>

Downloaded On: Jan. 26, 2025 11:44pm

Posted Jan. 22, 2025, set to expire Jan. 29, 2025

<b>Job Title</b>	Enrollment & Grading Specialist - Program Specialist 2
<b>Department</b>	Staff
<b>Institution</b>	Community Colleges of Spokane Spokane, Washington
<b>Date Posted</b>	Jan. 22, 2025
<b>Application Deadline</b>	01/29/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Admissions/Student Records/Registrar
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5940533">https://apptrkr.com/5940533</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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### Enrollment & Grading Specialist - Program Specialist 2

### Community Colleges of Spokane

**Location:**Spokane Falls Main Campus Spokane

**Department:**SFCC Admissions/Registration

**Salary Range:** \$3,643 - \$4,865



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**Starting salary for this position is: \$3,643 (Monthly)**

**Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.**

### **About Us**

Spokane Falls Community College, part of Spokane Colleges, serves 6,000 students with liberal arts/transfer and professional technical programs across a 12,302 square mile region in Eastern Washington.

**Applications will be accepted until 4:00 p.m. PST on 01/28/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.**

### **About the Enrollment & Grading Specialist**

#### **JOB SUMMARY**

Under the general supervision of the Associate Registrar, this position serves as a technical expert and provides support for the admissions and registration department at Spokane Falls Community College (SFCC).

This position will be immersed in the behind-the-scenes intricacies of enrollment, tuition waivers, posting grades, and academic standards. The primary focus will be on performing essential tasks related to record maintenance, generating reports, and managing the processes that ensure the smooth functioning of enrollment and grading operations.

A successful candidate will demonstrate the qualities of:

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- Excellent attention to detail.
- Outstanding communication and time management skills.
- Sound judgment and decision-making skills.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Responsible for beginning and end of term processing including, but not limited to term activation, enrollment appointments, ctcLink (PeopleSoft) calendars and dynamic dates, repeat processing, honor roll posting, and sending communications to students and employees. \*
- Create and maintain a desktop manual for all functions pertaining to the role. Participate in state board trainings and meetings and recommend process updates and efficiencies to leadership. \*
- Process, track, and document quarterly enrollments for seniors, state employees, public higher education employees, and Spokane Colleges employees. Develop and maintain specific forms for waiver requests and coordinate with Spokane Colleges Athletics staff for application of athletic waivers. \*
- Respond to enrollment questions and requests from students and campus colleagues via email and phone. \*
- Manage the quarterly process for late enrollment, including reminding campus partners and students of the timeline and process, maintaining the online form, and processing incoming requests only when all approvals have been granted. \*
- Serve as the subject matter expert (SME) for prerequisite requirements for enrollment. Run the quarterly prerequisite verification process (PERC) and process incoming "prerequisite request forms." \*
- Process and maintain the academic standards process on a quarterly basis, including developing and sending communication notifying students of their most current academic standing. \*
- Ensure the integrity and accuracy of SFCC grading processes including, opening grade rosters, establishing a timeline of reminders to deans and faculty, notifying instructors of late grades, and working remotely four evenings a year to post grades after the 8 pm deadline.\*
- Review requests for grade forgiveness and make recommendations to the Director in terms of meeting the qualifications. Process approved grade forgiveness and grade change requests. \*
- Maintain a high level of knowledge of college course offerings and prerequisite requirements. \*
- Crosstrain with the Reporting & Withdrawal Specialist to serve as their backup as well as cross-training them to serve as the backup to this position. \*
- Collaborate with department leadership as needed to review enrollment requirement groups (ERG) and participate in maintenance duties to ensure smooth enrollment as well as enforcement of prerequisite and placement requirements. \*
- Assist with monitoring and reporting of possible fraudulent activity among currently enrolled

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students and lead identification verification appointments for current students suspected of potential fraudulent activities. \*

- Support customer relationship management (CRM) implementation and maintenance efforts as assigned. \*
- Support department events such as commencement and new student orientation. May assist in other areas/efforts within student affairs as needed.
- Direct the work of part-time and student work-study employees. \*
- Model professional decorum and mutual respect in all personal interactions. \*
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. \*
- Support and advance the Spokane Colleges strategic plan, and perform related duties as required. \*
- May assist in other areas in Student Affairs as needed.

*\*Indicates this is an essential duty.*

### COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

### MINIMUM QUALIFICATIONS

- Associate degree. Or an equivalent mix of education and experience that demonstrates the

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candidate meets all competency requirements for this position.

- Familiarity with admissions and registration rules and regulations, including the Family Educational Rights & Privacy Act (FERPA).
- Experience effectively organizing multiple work assignments, involving competing priorities, to produce work products that are accurate, of high quality and meet deadlines.
- Attention to detail regarding student records, reporting data, and data input.
- Excellent written and oral communication skills. Demonstrated ability to tailor messaging to different audiences.
- Experience working with diverse populations, applying policies equitably, and creating accessible documents/templates.
- A demonstrated understanding and value for the contributions that a diverse workforce can make to the success of the organization and the students we serve.

### DESIRED QUALIFICATIONS

- Bachelor's degree or higher.
- Experience utilizing queries/reports for extracting and interpreting student information.
- Experience using a student management system (e.g., PeopleSoft.)
- Familiarity with Washington State, district and college policies and procedures.

### PHYSICAL REQUIREMENTS

- Work is performed in an office environment with frequent interruptions.
- Work is often sedentary.
- Work directly with students/campus partners.

### CONDITIONS OF EMPLOYMENT

- Full-time schedule (12 months, 40 hours a week).
- 6-month probationary period.
- This position is overtime eligible.
- May require local or regional travel.
- Criminal background check is required.
- This position is covered under a collective bargaining agreement. Membership is optional.

*Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of*

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*employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.*

*Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.*

### **Benefits Information**

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[https://apptrkr.com/get\\_redirect.php?id=5940533&targetURL=](https://apptrkr.com/get_redirect.php?id=5940533&targetURL=)

- Familiarity with admissions and registration rules and regulations, including the Family Educational Rights & Privacy Act (FERPA).
- Experience effectively organizing multiple work assignments, involving competing priorities, to produce work products that are accurate, of high quality and meet deadlines.
- Attention to detail regarding student records, reporting data, and data input.
- Excellent written and oral communication skills. Demonstrated ability to tailor messaging to different audiences.
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### [Public Employees Benefits Board](#)

### [Additional benefits information](#)

### **Required Application Materials**

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at [CCS.Recruiter@ccs.spokane.edu](mailto:CCS.Recruiter@ccs.spokane.edu).

### **Equal Opportunity Institution**

*Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.*

*Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:*

*Fred Davis | Chief Human Resources Officer*

*Spokane Colleges*

*P.O. Box 6000, MS1004*

*Spokane, WA. 99217-6000*

*509-434-5040*



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To apply, please visit: <https://careers.ccs.spokane.edu/jobs/enrollment-grading-specialist-program-specialist-2-spokane-washington-united-states>

### Contact Information

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

### Contact

Staff

Community Colleges of Spokane

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