

Admissions & Registration Specialist - Program Specialist  
2  
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=254603>

Downloaded On: Apr. 1, 2025 9:17pm

Posted Mar. 19, 2025, set to expire Apr. 2, 2025

<b>Job Title</b>	Admissions & Registration Specialist - Program Specialist 2
<b>Department</b>	Staff
<b>Institution</b>	Community Colleges of Spokane Spokane, Washington
<b>Date Posted</b>	Mar. 19, 2025
<b>Application Deadline</b>	04/02/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Admissions/Student Records/Registrar
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**Job Description**

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**Admissions & Registration Specialist - Program Specialist 2**

**Community Colleges of Spokane**

**Location:**Spokane CC Main Campus Spokane

**Department:**SCC 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 Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

**Applications will be accepted until 4:00 p.m. PST on 01/27/2025. 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 Admissions & Registration Specialist - Program Specialist 2**

#### **JOB SUMMARY**

Under the general supervision of the Associate Registrar, the Admissions & Registration Specialist serves as a technical expert and provides support for the Admissions, Registration, Non-Credit Registration, Testing and Assessment, and Transcripts and Records departments.

Responsibilities include report building and preparation, staff/faculty training and information dissemination related to department processes, National Student Clearinghouse enrollment reporting and degree transmission, and Application Security. This position will serve as a subject matter expert (SME) and interact with the Washington State Board of Community and Technical Colleges as needed/requested.

#### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

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- Provide technical support for the Admissions, Registration, Testing Center and Transcript departments; including, but not limited to: class waitlists, enrollment, course requisites, service indicators, checklists, and term withdrawal. \*
- Complete and troubleshoot enrollment reporting and degree transmission for the National Student Clearinghouse. \*
- Provide Application Security for CS Pillar Campus Community in ctcLink (PeopleSoft) and imaging software (HalFILE). \*
- Provide technical support to the college as Administrator for imaging software (HalFILE). \*
- Attend trainings, meetings and discussions pertaining to ctcLink (PeopleSoft) and serve as a subject matter expert. \*
- Provide back-up for beginning and end of term processes, academic standards, course requisites, and developing and running processes to distribute permission codes to Registration staff and faculty/counselors. \*
- Write, schedule and run reports. \*
- Build and disseminate communications using ctcLink (PeopleSoft), the texting platform (ReGroup) and our CRM (TargetX). Train end users on how to send out developed communications as appropriate. \*
- Review enrollment records of student athletes to confirm their athletic eligibility in accordance with the Northwest Athletic Conference (NWAC) requirements and report to NWAC. Apply earned athletic waivers to student records. \*
- Troubleshoot problems with reports, class waitlists, course/class coding, checklists, and enrollment issues. \*
- Assist with staff workload as needed.
- 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 CCS strategic plan, and perform other duties as assigned. \*

\* *Indicates this is an essential duty.*

## COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability

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- Drives Results
- Collaborates
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

## MINIMUM QUALIFICATIONS

- Associate degree from an accredited institution. Or an equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.
- Experience using Microsoft Office products, including word processing and spreadsheet and database functions to include macros, statistics, and formulas.
- Knowledge of the internal operations and structure of a student management system (e.g., PeopleSoft, Ellucian, Jenzabar, Workday, etc.)
- Ability to manage, troubleshoot, and diagnose problems with processes.
- Ability to understand processes related to admissions applications, registration transactions and transcripts.
- Ability to effectively organize multiple work assignments, involving competing priorities, to produce work products that are accurate, of high quality and meet deadlines.
- Ability to have attention to detail regarding student records, reporting data, and data input.
- Ability to prioritize based on workload and varied needs of the SCC students, faculty, staff and administration.
- Excellent communication skills both orally and in writing.
- Ability to work with diverse populations.

## DESIRED QUALIFICATIONS

- Bachelor's degree or higher from an accredited institution.
- Experience in Admissions, Registration, Transcript, or related processing.
- Experience using customer relationship management software (e.g., TargetX, Salesforce, Starfish, etc.)
- Awareness of FERPA regulations.

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- Familiarity with Washington State, CCS and SCC policies and procedures.

### PHYSICAL REQUIREMENTS

- Work is performed in an office environment with frequent interruptions and background noise.
- Work is sedentary.

### CONDITIONS OF EMPLOYMENT

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



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usage are governed by the WFSE collective bargaining agreement.

[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/admissions-registration-specialist-program-specialist-2-spokane-washington-united-states-ed6e6eeb-1fd1-4609-b674-52c8d50dd188>

### 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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