

**Admissions and Records Assistant I
State Center Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=261723>

Downloaded On: Aug. 27, 2025 8:53pm

Posted Aug. 27, 2025, set to expire Sep. 15, 2025

Job Title Admissions and Records Assistant I
Department DO District Office
Institution State Center Community College District
Fresno, California

Date Posted Aug. 27, 2025

Application Deadline 09/15/2025
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Admissions/Student Records/Registrar

Apply Online Here <https://apptrkr.com/6507417>

Apply By Email

Job Description

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Admissions and Records Assistant I

Salary: \$40,796.00 - \$50,173.00 Annually

Location: Districtwide, CA

Job Type: Permanent

Division: DO District Office

Job Number: 2025038

Closing: 9/15/2025 11:59 PM Pacific

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General Purpose

Under general supervision, performs general clerical support work including data entry, filing, maintaining physical and electronic records, front counter support and answering phones to support student enrollment, registration and access to records; 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.

- Performs general front counter and web-room admissions and records duties; answers questions from and assists current, returning and prospective students with registering, adding or dropping courses, payments and access to official records; distributes and accepts and reviews for completeness and accuracy various forms and petitions; provides information and may verify student eligibility for particular programs, classes or early enrollment; responds to questions and complaints.
- Receives and inputs a variety of student information into computer systems; researches information in computer systems; assists with the preparation of forms and documentation; verifies accuracy of information with third parties.
- Uses a computer and phone system to respond to phone, email and web-based inquiries, explains requirements and deadlines and provides informational services; downloads documentation and enters student data into databases and student records.
- Prepares and compiles packets of materials; receives, opens, sorts and distributes office mail; prepares regular and bulk mailings; scans or copies various documents and materials; duplicates, assembles and distributes packets.
- Maintains a variety of standard office and specialized records and files; creates and maintains spreadsheets and databases to track petitions, files, activities and services.
- Files and maintains student supporting documentation, ensuring the confidentiality of all student documents and records in accordance with the Family Educational Rights and Privacy Act and established District policies and procedures.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates

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in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

OTHER DUTIES

- Provides referrals to on campus and community programs and services.
- Provides backup for other departments or division office administrative support staff.
- Assists with the preparation of rosters and grades for review and upload into student records; assists with the logging and entry of external transcripts.
- May provide work guidance to student workers and seasonal staff.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Standard office practices and procedures, including recordkeeping and filing.
- Customer service practices and telephone etiquette.
- Correct English usage, including spelling, grammar and punctuation.
- Basic policy, procedures, goals and objectives of a college admissions and records department.
- The Family Educational Rights and Privacy Act and other District, state and federal laws, rules, regulations and policies governing student admissions and records.
- Safety policies and safe work practices applicable to the assignment.
- Uses and operations of scanners, phone systems, computers, standard business software, and database and spreadsheet applications.

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Skills and Abilities to:

- Provide customer service in person and over the phone, sometimes to confrontational individuals.
- Learn, interpret, explain and apply District, departmental and administrative policies, procedures and practices.
- Learn and apply the operations and processes of District systems and applications used in the admissions and records function.
- Prepare clear and accurate spreadsheets, data entries and files at an acceptable speed.
- Determine work priorities during peak workload periods, using sound judgment in the application of policies, rules, regulations and standard operating procedures.
- Organize and maintain physical and electronic files.
- Make mathematical calculations.
- Maintain confidentiality of District and student files and records.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Type accurately at a speed necessary to meet the requirements of the position.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential student situations.
- Establish and maintain effective working relationships with all those encountered in the course of work.

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EDUCATION AND EXPERIENCE

Graduation from high school or GED equivalent and at least six months of clerical or customer service experience in an office environment involving the use of automated recordkeeping and processing systems; 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.

PHYSICAL AND MENTAL DEMANDS

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 to stand for long periods at a time; 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

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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.

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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 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 include a competency assessment (100% weight). Passing score is 75% out of 100% on the competency assessment.

INITIAL TESTING TENTATIVELY SCHEDULED AS FOLLOWS: COMPETENCY ASSESSMENT: SEPTEMBER 23, 2025

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 Districtwide Promotional List

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will be established and both Lists will be used concurrently. Unless otherwise indicated, the eligibility list will be used to fill current vacancies in this classification districtwide for at least one year. ***The current vacancy is at Fresno City College.***

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT. VERIFICATIONS OF EMPLOYMENT WILL BE COLLECTED IF AN OFFER IS MADE.

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/5055142/admissions-and-records-assistant-i>

Contact Information

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

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Contact

N/A

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