

Admissions and Records Specialist I
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=267797>

Downloaded On: Nov. 16, 2025 8:45pm

Posted Nov. 3, 2025, set to expire Nov. 21, 2025

Job Title Admissions and Records Specialist I
Department Enrollment and Support Services Division
Institution Rancho Santiago Community College District
Santa Ana, California

Date Posted Nov. 3, 2025

Application Deadline 11/21/2025
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Admissions/Student Records/Registrar

Apply Online Here <https://apptrkr.com/6691758>

Apply By Email

Job Description

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Admissions and Records Specialist I

Rancho Santiago Community College District

Salary Range: Grade 6: \$53,749.58 - \$68,722.43

Job Type: Full Time

Job Number: CL25-01279

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Location: Santa Ana, CA

Division: SAC Enrollment and Support Services Division

Closing: 11/21/2025 5:00 PM Pacific

POSITION DETAILS

About Rancho Santiago Community College District

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The district includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, the Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported throughout their academic and professional careers.

About the Position

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The ideal candidate will demonstrate cultural competency in serving diverse community college populations, including faculty, management, and students from varied ethnic, racial, cultural, and socioeconomic backgrounds. This includes those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling all members of the college community to participate creatively and confidently in an ever-changing world.

Candidates will contribute to an inclusive and collaborative workplace culture that supports the diverse needs of faculty, management, staff, and students. They will effectively provide services and support to individuals with differing academic preparation levels and unique learning or workplace needs, ensuring equitable access and opportunities for success. Candidates should demonstrate cultural competency, sensitivity, equity-mindedness, and a commitment to anti-racism in all interactions and contributions. Through their role, they will empower students to achieve their educational and career goals while promoting a positive and inclusive environment where faculty and management can thrive, fostering creativity, confidence, and lifelong learning throughout the college community.

Class Summary

Under general supervision, performs a variety of technical duties related to public information, student records, admissions and registration functions, and related activities; performs related duties as required.

Representative Duties

Provides assistance to the public, staff and students; interprets institutional policy and procedures; instructs students in correct admissions and records procedures to complete applications, registration, fee collection, fee refunds, class changes, petitions and related student forms; screens students for admissions requirements and matriculation process; refers students to appropriate testing/counseling area; reviews student records, applications, and other forms for completeness and accuracy; determines residency, processes student transactions using PC and other office equipment; performs a variety of office clerical duties relating to student, instructor and mailing requests; maintains records and files of clerical functions, may direct the work of student workers assisting with work-related functions; assists in training of short-term counter personnel; operates microfilm and auxiliary equipment to preserve student, instructor and other related district documents; utilizes optical imaging equipment; scans and indexes documents to update database; maintains transcript records, including accounts receivable and liens, and records of transcript destinations; corrects admission application and attendance error lists as needed; inputs corrected data on PC; processes outgoing transcripts by fax, mail, electronically, and over the counter; creates and maintains files of past and present requests

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on both PC and hard copy; processes all requests for catalogs and course descriptions from prior years; prepares and transmits student transcripts/folders to other district offices as requested; performs lock-up procedures at end of day, including securing of file cabinets, cash drawer and vault, and powering off of all equipment; may assist with admissions and guidance correspondence and purchasing requisitions.

Organizational Relationships

This position reports to designated Administrator/Supervisor.

Knowledge and Abilities

Knowledge of: English usage, spelling, grammar, punctuation, vocabulary; arithmetic; public relations; office policies, procedures and equipment.

Ability to: communicate effectively with district employees, students and the public; perform typing and keyboarding tasks accurately; utilize Datatel Colleague software program for related area; follow oral and written directions; establish and maintain effective relationships with students, college personnel, employees and other professional agencies and the public; understand, interpret and explain policies and procedures regarding admissions and records to be released at the counter or over the telephone; file, post and check records.

QUALIFICATIONS

Combination of training and/or experience equivalent to high school diploma and one year of general clerical experience, including direct public contact, preferably in college admissions and records.

Additional Qualifications

Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of community college students, staff, and the community.

APPLICATION PROCESS

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

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A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

Application Screening

Job announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

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A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

Disability Accommodations

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

Conditions of Employment

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is an equal opportunity employer. The policy of the District is to encourage applications from persons who are economically disadvantaged and individuals belonging to significantly underrepresented groups within the District's workforce, including ethnic and racial minorities, women, and persons with disabilities. No person shall be denied employment because of ethnicity or race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, veteran or military status, or political or organizational affiliation.

RSCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional employment offer is made to you. After making a conditional offer and running a background check, if RSCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

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To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/5127902/admissions-and-records-specialist-i>

jeid-b568f0bd1fa6b744a38558a571505fb6

Contact Information

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

Contact

Enrollment and Support Services Division
Rancho Santiago Community College District

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