

**Admissions & Records Technician Senior
Butte-Glenn Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=268588>

Downloaded On: Nov. 24, 2025 8:03pm

Posted Nov. 24, 2025, set to expire Apr. 28, 2026

Job Title Admissions & Records Technician Senior

Department

Institution Butte-Glenn Community College District
Oroville, California

Date Posted Nov. 24, 2025

Application Open until filled

Deadline

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Admissions/Student Records/Registrar

Job Website <https://www.schooljobs.com/careers/buttecc/jobs/5141364/admissions-records-technician-senior>

Apply By Email

Job Description

ADMISSIONS & RECORDS TECHNICIAN SENIOR

Projected Recruitment Timeline

Anticipated Application Screening Period: Week of Jan 5, 2026

Tentative Interviews: Week of January 19, 2026 **(Zoom)**

Tentative Second Interviews: Week of January 26th or Week of February 2nd **(In-person)**

Anticipated Start Date: March 2, 2026

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POSITION HIGHLIGHTS

The Admissions and Records Technician, Senior performs technical and specialized administrative duties involving the evaluation of student records, registration, application processing, residency determinations, transcript and enrollment verifications, coordination of census and grade roster management, records management and retention, and assistance with audit reporting. This position supports diverse and underserved student populations, as well as a variety of special programs and departmental onboarding and enrollment activities. The successful candidate should have the ability to use high levels of independent judgement and may be the lead for projects requiring specialized or advanced skill in one or more areas of work assigned.

The ideal candidate will demonstrate sensitivity to, respect for, and an understanding of the diverse staff and students within community colleges. This candidate should possess the skills to learn and interpret rules, policies, and procedures regarding student admissions, records and registration; utilize word processing, spreadsheet and database and other Student Services software; work in a collaborative, team environment and independently with an emphasis on accuracy and detail; communicate clearly in both written and oral forms with diverse groups; provide excellent customer service to both internal and external customers; prioritize work and manage a calendar; attend committee meetings, professional workshops, and conferences; and maintain departmental email accounts and meet deadlines.

Work Schedule

The work schedule is Monday through Thursday, 7:30 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to 12:00 p.m. Over the summer, the schedule changes to Monday through Thursday, 7:00 a.m. to 5:00 p.m., with Friday off.

Minimum Qualifications

- An Associate's Degree in office information systems, business or a related field or the equivalent*; **AND**
- Three (3) years of increasingly responsible experience closely related to the duties and responsibilities of this class; **AND**
- Graduation from high school or G.E.D. or the equivalent.**

** Associate's Degree education equivalency equals two (2) years of increasingly responsible, related work experience for each full year (24-30 units) of college. Work experience must be in an office setting.*

*** High School education equivalency equals an adult education diploma or four (4) years of full-time, paid work experience.*

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APPLICATION INSTRUCTIONS

All applicants, including current Butte College employees, must complete and submit an online application with all required attachments to move forward. All fields within the application should be completely and thoroughly filled out. Do not skip application fields by inputting "see resume."

Required Attachments

- **Resume or Vita:** Attach a resume that aligns with the information provided in your application.
- **Diversity Essay:** The Butte-Glenn Community College District has a very diverse staff and student population with respect to academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds. **In your Diversity Essay**, please describe your skills, education, professional development, community involvement, and professional experience working with these diverse groups.

REQUIRED UPON HIRE

Transcripts of academic work or certifications are not a required attachment with the application but may be required upon hire.

- Offers of employment are contingent upon the submission of official transcripts showing completion of the degree or certificate that **minimally qualified** the applicant.
- If the position has an education equivalency component within the minimum qualifications and the applicant qualified under equivalency, transcripts may not be required upon hire.
- Foreign transcripts must include a U.S. evaluation and translation. For list of agencies that provide this service, [click here](#).

PRE-EMPLOYMENT REQUIREMENTS

- The successful applicant will be required to complete a medical history questionnaire and must agree to undergo and pass a pre-employment physical examination, based on the physical requirements of the position, prior to employment. The physician will be selected and paid for by the District. Disabilities not related to the essential physical job requirements will not preclude the applicant from being hired.
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Education Code § 87408.6 states that no person shall be initially employed by a community college district in an academic or classified position unless the person has submitted to an examination within the past sixty (60) days to determine that they are free of active tuberculosis.

- As a condition of employment, the District requires that you provide fingerprints prior to beginning work. You may be fingerprinted at Butte College Human Resources by appointment, or you may be fingerprinted at another agency. Should you be fingerprinted at another agency, the rolling fee charged by the Department of Justice (DOJ) for the fingerprint report is the employee's responsibility at the time of printing.

ADDITIONAL RESOURCES FOR APPLICANTS

Application Tips for Success

For helpful tips and guidance on navigating our application submission and recruitment process, please refer to the document below.

- [Application Tips for Success](#)

Travel and Relocation Accommodations

For candidates traveling more than 80 miles to attend an onsite interview at Butte College, you may be eligible for travel reimbursement. And if hired, consider our relocation incentives below.

- [Travel Reimbursement for Interviews](#)
- [Relocation Incentive](#)
- [Housing Resources](#)

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions. Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

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BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.

The eligible list established from this recruitment will be used to fill the current vacancy and possibly future vacancies for positions with the same class specification.

The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.

The District offers a comprehensive benefits package for employees/family members: Health, Dental, Vision, Life Insurance, Employee Assistance Program, Income Protection, contribution to the Public Employees Retirement System (PERS) or State Teachers' Retirement System (STRS), 403b and 457 tax shelter retirement plan. For more information please review the [Fringe Benefit Summary](#).

Contact Information

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

Contact