

## KERN COMMUNITY COLLEGE DISTRICT

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### **CLASS TITLE: ADMISSIONS AND RECORDS ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of clerical duties in the Admissions and Records Office; to provide information about the college to faculty, staff, students and the general public.

#### **REPRESENTATIVE DUTIES:**

Process student enrollment registrations; enter student data and check registration forms for accuracy; calculate and receive registration fees; enroll students in classes; prepare and mail registration confirmation forms, parking permits and maps to students. *E*

Assist in evaluating student records for graduation; post units and grade points to student records; maintain student status for various committees; provide list of graduates to graphics department for printing of commencement program. *E*

Provide information in person or over the telephone to faculty, staff and students on college curriculum, admissions requirements, residency requirements and fees. *E*

Process addition and deletion forms and course transfer sheets; process student registration for off-campus school sites. *E*

Enter student data into computer terminal; update name and address changes on transcripts and in student files; maintain non-resident student account records. *E*

Count and balance fees collected; prepare daily bank deposits. *E*

Assist students in obtaining records and copies of transcripts; mail copies of transcripts and verifications of enrollment as requested; place holds on student records when they have financial obligations to the campus. *E*

Assist in determining the eligibility of students involved in intercollegiate athletics; review and update conference eligibility rules and requirements with athletic directors and coaches.

Maintain course attendance sheets; type and distribute memoranda to instructors requesting attendance sheets; update the attendance sheets as needed. *E*

Copy and file grade transcripts, correspondence, verifications, forms and documents; copy and file class roll sheets and attendance sheets. *E*

Perform a variety of clerical duties including typing and distributing routine correspondence and answering the office telephone; distribute incoming and outgoing mail; sort, count, list and label bulk mailings; assist in the maintenance of supplies and equipment. *E*

Perform GE certifications for California State Universities and University of California schools as requested.

Train and provide work direction to part-time and student assistants as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office procedures, methods and computer equipment.  
Principles and procedures of record keeping.  
English usage, spelling, grammar and punctuation.  
Basic arithmetic.

**ABILITY TO:**

Apply policies and procedures pertaining to the District's grading practices.  
Learn and apply the admissions policies and procedures of the District.  
Maintain accurate counts of fees collected.  
Respond to requests and inquiries from faculty, staff and students.  
Perform arithmetical calculations quickly and accurately.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain cooperative working relationships with those contacted in the course of work

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of general clerical experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

1. Seldom = Less than 25 percent      3. Often = 51-75 percent  
2. Occasional = 25-50 percent      4. Very Frequent = 76 percent and above

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.  
2 b. Ability to stand for extended periods of time.  
4 c. Ability to sit for extended periods of time.  
4 d. Ability to see for purposes of reading printed matter.  
3 e. Ability to hear and understand speech at normal levels.  
4 f. Ability to communicate so others will be able to clearly understand a normal conversation.  
1 g. Ability to bend and twist.  
1 h. Ability to lift 10 lbs.  
1 i. Ability to carry 10 lbs.  
3 j. Ability to operate office equipment.  
1 k. Ability to reach in all directions.

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*