

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ADMISSIONS AND RECORDS TECHNICIAN II

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of complex technical tasks relative to the daily activities of the Admissions and Records Office; evaluate student transcripts; provide information about the College to faculty, staff, students and the general public.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Admissions and Records Technician II class perform advanced work in areas such as evaluations, master or class scheduling, or serving as lead to an admissions and records function or unit. Incumbents in the Admissions and Records Technician I class perform the full range of admissions and records duties while specializing in one or more areas such as transcripts, residence and records.

REPRESENTATIVE DUTIES:

Receive and process petitions for graduation; evaluate transcripts from other colleges; determine course equivalencies; credit student record; evaluate student records for graduation and transfer eligibility; post units and grade points to student record; calculate grade point averages; post graduation dates, majors, and class rank to individual transcripts; provide graduation lists for publication. *E*

Prepare certification of general education requirements for four-year colleges and universities; monitor changes in course requirements for transfer purposes. *E*

Assist in the administration of the office; respond to technical questions from staff; train and provide work direction and guidance to student assistants. *E*

Accept and review registration applications for accuracy and completeness; determine enrollment eligibility, including determining eligibility for international students, immigration and VISA requirements; calculate and collect appropriate enrollment fees; monitor and tag a variety of enrollment components, including residency, financial obligations, assessment, probationary status, and prerequisites. *E*

Communicate admission policies and procedures to a variety of individuals and organizations, including students, staff, the public and outside agencies; respond to requests for enrollment verifications from students and outside agencies and organizations. *E*

Assist students in obtaining records and copies of transcripts; mail copies of transcripts and verifications of enrollment as requested. *E*

Enter student data; update name and address changes on transcripts and in student files; correct

social security numbers on student records. *E*

Process grade changes and petitions for academic renewal; notify student of approval/disapproval; make changes to student records. *E*

Calculate and collect a variety of fees, including student body cards, outstanding debts, transcripts, and college catalogs. *E*

Collect grade reports from instructors; check reports for completeness; assist in distributing completed grade reports to students. *E*

Monitor student academic status and eligibility for various on-campus clubs and committees, athletics, scholarships and financial aid. *E*

Evaluate military records; post student military credit as appropriate to policies. *E*

Prepare statistical information related to the Admissions and Records Office; gather, calculate and prepare college attendance information for distribution. *E*

Attend and participate in a variety of meetings, workshops and conferences related to the Admissions and Records Office; assist in the communication and implementation of new procedures.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Course descriptions and articulation agreements.
Policies and procedures relating to the District's grading practices.
District admissions policies and procedures.
Graduation and transfer requirements for various four-year colleges and universities.
Modern office procedures, methods and computer equipment.
Business letter writing and report preparation.
Principles and procedures of record-keeping.
Basic arithmetic.

ABILITY TO:

Perform arithmetic calculations quickly and accurately.
Maintain accurate student attendance and transcript records.
Operate microfilm and computer or data processing equipment used in maintaining office files.
Respond to requests and inquiries from faculty, staff and students.
Evaluate student records for graduation and transfer requirements.
Calculate grade point averages quickly and accurately.
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: Associate degree and two years of general clerical experience, preferably with experience in an admissions and records role.

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.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>2</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>3</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to bend and twist. |
| <u>1</u> | h. | Ability to lift <u>10</u> lbs. |
| <u>1</u> | i. | Ability to carry <u>10</u> lbs. |
| <u>3</u> | j. | Ability to operate office equipment. |
| <u>1</u> | 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.