

**ADMISSIONS AND RECORDS ASSISTANT**  
(Classified Bargaining Unit Position)  
(Range 24)

**DEFINITION**

Under the direction of the Director of Admissions and Records, perform specialized record-keeping and other clerical duties related to college admissions and records; provide information regarding admissions and records to students and staff.

**DISTINGUISHING CHARACTERISTICS**

The Admissions and Records Assistant class is distinguished from other classes in the Student Services Support Series in that incumbents are responsible for facilitating the day-to-day activities of the division support staff, registering students, including non-resident and contract participants, assisting with registration planning and other related duties as assigned.

**ESSENTIAL FUNCTIONS**

- Perform a variety of clerical duties related to college admissions and records including typing and distributing correspondence; receive, open and sort incoming mail;
- Answer the office telephone and greet visitors; refer callers and visitors to other departments and staff as needed; provide information to faculty, staff and students on college curriculum, admissions requirements, residency requirements and fees;
- Receive and process student enrollment registrations; enter student data into computer terminal; check registration forms for accuracy; calculate and receive registration fees; update name and address changes on transcripts and in student files;
- Verify residency requirements of entering students including current non-resident and international student regulations; determine and mail appropriate forms;
- Assist students in obtaining records and copies of transcripts; pull, verify, copy and forward student transcripts as requested;
- Assist students with on-line registration; process on-line registrations, adds and drops; provide input and recommend changes to the admissions and records website;
- Assist with student records maintenance by processing grade changes and making related notations;
- Provide written and verbal enrollment verifications for student loan deferments, insurance, job services, employers, consumer credit services and public and social services;
- Produce, distribute, collect and scan official grade and attendance sheets for course sections taught at the college; update sheets as needed;
- Archive records through microfilm and document image scanning as mandated by the Education Code and Board policy;
- Operate a variety of office machines including a computer and related peripheral equipment;
- Train and provide work direction and guidance to assigned staff and student assistants;
- Process subpoenas; communicate with attorneys and attorney services;
- Participate in off-campus outreach activities; promote the college to prospective students;
- Create informational posters and fliers related to assigned activities; maintain levels of office forms;

- Assist in preparation of attendance and census reports;
- Establish and maintain cooperative working relationships with administration, faculty, staff, students, and others contacted in the performance of duties;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
- Perform other related duties as required.

**Duties may require the physical ability to:**

- See for the purpose of reading laws and codes, rules and policies, and other printed mater;
- Hear and understand speech at normal levels;
- Speak so that others will be able to understand a normal in-person and telephone conversation;
- Sit or stand for extended periods of time;
- Manual dexterity sufficient for keyboard and other office equipment operation;
- Lift and/or carry 25 pounds.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

**DESIRABLE QUALIFICATIONS**

**Education:**

- Equivalent to graduation from twelfth grade.

**Experience:**

- Two years of increasingly responsible clerical experience including daily contact with the general public.

**Knowledge of:**

- Modern office procedures, methods and equipment;
- Operation of a computer and related peripheral equipment;
- Computer programs necessary for record keeping and databases;
- Record-keeping techniques;
- Interpersonal skills using tact, patience and courtesy;
- Principles of training and providing work direction;
- Specialized functions, activities and operations of the admissions and records office;
- Basic math;
- Correct English usage: grammar, spelling, vocabulary and punctuation.

CCCUE Approval: 7/27/99  
Board of Trustees Approval: 8/4/99