

TEMPORARY Admissions and Records Specialist
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=245993>

Downloaded On: Oct. 19, 2024 1:21pm

Posted Oct. 1, 2024, set to expire Jul. 23, 2025

Job Title	TEMPORARY Admissions and Records Specialist
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Oct. 1, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description	

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TEMPORARY Admissions and Records Specialist

Salary: \$31.40 - \$38.62 Hourly

Location: Fresno City College, CA

Job Type: Temporary

Division: FCC Student Services

Job Number: 202400249-T

Closing:

General Purpose

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Under general supervision, performs complex and technical duties in support of official student recordkeeping related to admissions, residency and student academic records; performs complex data entry, tracking and reporting processes; oversees petitions process and resolves student enrollment issues and discrepancies in student records; performs registration and enrollment duties for nonstandard programs requiring manual processes; provides lead-level direction to lower-level Admissions and Records employees; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides input in selecting, training and providing day-to-day lead work guidance and direction to other staff; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; monitors workflow to ensure that mandated deadlines are being met in an optimal manner; provides information, instruction and training on work procedures and technical, legal and regulatory requirements.
- Provides input to supervisor on employee work performance and behaviors; assists in ensuring a fair, open and inclusive work environment in accordance with the District's mission, goals and values.
- Serves as lead technical Admissions & Records resource, coordinating the day-to-day functions of the front counter and back office operations; assists in coordination of the enrollment and registration processes in the office and as part of outreach to various high schools and campus locations; provides recommendations on policy, process and procedures enhancements.
- Provides technical assistance and guidance to students, staff, counselors, faculty and administrators in the interpretation, clarification and application of District and California Education Code regulations and Admissions & Records guidelines, procedures and policies including enrollment, course registration, graduation and academic transfer policies, requirements and procedures.
- Researches, reviews, processes and/or approves a variety of student petitions including residency, course eligibility, fee modifications and waivers and changes in academic records.
- Performs bulk registration from departments including dual enrollment, cohort and other

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programmatic enrollments and registration processes.

- Codes, enters and creates rosters for instructors; oversees and participates in roster reconciliation and distribution process; researches and resolves course enrollment related issues with instructors; verifies and enters grades; makes or authorizes corrections to student records as required.
- Maintains and assists with audit and reconciliation of all student supporting documentation to meet retention and audit requirements; rotates records and schedules records for destruction as needed following established District policies and procedures; maintains and ensure the confidentiality of all student documents and records in accordance with the Family Educational Rights and Privacy Act and established District policies and procedures.
- As assigned, accepts payments and cash receipts for parking, child care, tuition and other payments; closes and balances cash drawer; issues student identification cards.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

OTHER DUTIES

- Reviews student records and provides information to evaluators and counselors as requested.
- Serves as technical liaison to departments and the Office of Instruction when problems arise due to prerequisite setup and course enrollment.
- May be assigned to perform international student admissions services in accordance with District and Department of Homeland Security regulations.
- May be assigned to act as School Certifying Official (SCO) in accordance with the U.S. Department of Veterans Affairs School Certifying Official Handbook; reviews and determines benefit eligibility status; enters data into VA records and databases; consults with VA officials and other certifying officials on a variety of matters.
- May provide administrative support to committees and other divisional meetings; participates in the preparation of the agenda, presentations and meeting packets; takes meeting notes and

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prepares minutes.

- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Customer service practices and telephone etiquette.
- District student recordkeeping practices and procedures for processing student information and interpreting input and output data.
- State college and university general education requirements; community college course credit evaluation policies and procedures; curriculum, graduation and transfer requirements.
- Policies, procedures, goals and objectives of a college admissions and records department.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Research methods and procedures applicable to academic records.
- The Family Educational Rights and Privacy Act and other District, state and federal laws, rules, regulations and policies governing student admissions and records.
- Applicable sections of the California Education Code.
- Safety policies and work practices applicable to the work being performed.
- Basic principles and practices of employee work guidance and direction.
- Personnel Commission Rules, Administrative Regulations, Human Resources procedures and collective bargaining agreements.

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- Uses and operations of scanners, phone systems, computers, standard business software, and database and spreadsheet applications.

Skills and Abilities to:

- Assign and inspect the work of other admissions and records staff.
- Interpret, explain and apply complex legal mandates, regulations, guidelines, policies and procedures applicable to assigned responsibilities with consistency and a high degree of accuracy.
- Analyze problems, evaluate alternatives and recommend or adopt effective courses of action in accordance with established policies and procedures.
- Maintain confidentiality of District and student files and records.
- Set priorities and exercise sound judgment within areas of responsibility.
- Understand, interpret, explain and apply applicable laws, codes, regulations, policies and procedures.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential student situations.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE



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Graduation from high school or GED equivalent, and at least four years of progressively responsible experience involving admissions, enrollment and student records; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

If assigned and required to process admissions of international students, must be a U.S. citizen or lawful permanent resident of the United States and must complete Designated School Official (DSO) training within three months of appointment and maintain certification as a condition of employment.

If assigned and required to process admissions of students under Veterans Administration programs, must either be a U.S. Citizen or a U.S. Lawful Permanent Resident as required for Designated School Officials per 8 C.F.R. 214.3(l)(1)(i). Must obtain and maintain Veterans Administration School Certifying Official (SCO) certification.

If assigned and required to process admissions of students regarding athletic eligibility, must pass the Athletic Eligibility Compliance examination.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds and occasionally up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.?

Mental Demands

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While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption; and intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

Only the most qualified applicants will be invited to interview for the assignment.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4671533/temporary-admissions-and-records-specialist>

Contact Information

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



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Contact

N/A

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