

**Admissions and Records Technology Specialist  
Rancho Santiago Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=251594>

Downloaded On: Jan. 15, 2025 6:47am

Posted Jan. 14, 2025, set to expire Jan. 31, 2025

**Job Title** Admissions and Records Technology Specialist  
**Department** Enrollment and Support Services Division  
**Institution** Rancho Santiago Community College District  
Santa Ana, California

**Date Posted** Jan. 14, 2025

**Application Deadline** 01/31/2025

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

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**Apply By Email**

**Job Description**

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**Admissions and Records Technology Specialist**

**Rancho Santiago Community College District**

**Salary Range:** Grade 15: \$75,588.23 - \$96,480.94

**Job Type:** Full Time

**Job Number:** CL24-01083



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**Location:** Santa Ana, CA

**Division:** SAC Enrollment and Support Services Division

**Closing:** 1/31/2025 5:00 PM Pacific

**Position Details**

**About Rancho Santiago Community College District**



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Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The district includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, the Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported throughout their academic and professional careers.

### **About the Position**

The ideal candidate will demonstrate cultural competency in serving diverse community college populations, including faculty, management, and students from varied ethnic, racial, cultural, and socioeconomic backgrounds. This includes those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling all members of the college community to participate creatively and confidently in an ever-changing world.

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Candidates will contribute to an inclusive and collaborative workplace culture that supports the diverse needs of faculty, management, staff, and students. They will effectively provide services and support to individuals with differing academic preparation levels and unique learning or workplace needs, ensuring equitable access and opportunities for success. Candidates should demonstrate cultural competency, sensitivity, equity-mindedness, and a commitment to anti-racism in all interactions and contributions. Through their role, they will empower students to achieve their educational and career goals while promoting a positive and inclusive environment where faculty and management can thrive, fostering creativity, confidence, and lifelong learning throughout the college community.

### **Class Summary**

Under the general supervision of the Dean of Admissions and Records and/or Registrar, this position works and makes decisions independently. The Admissions & Records Technology Specialist's primary emphasis is on the coordination of all technology software and hardware components within Admissions as well as coordinating and implementing the Student Information System (SIS) upgrades/components and its many technological interfaces. The position is responsible for providing training to staff and faculty on the use of the SIS and Online Records, which includes online applications, online grades, and online records. The position assists the Dean and Registrar with the evaluation, analysis and modification of technical and complex tasks and reports. Lastly, the position coordinates the activities of all Admissions support staff, as well as short-term registration staff.

### **Representative Duties**

#### ITS/Online Records/GLINK/ (SIS)

- Analyzes and corrects state mandated Management Information System (MIS) reports, as well as 320 apportionment reports.
- Assists the Dean or Registrar with attendance collection and reporting of census data, optical imaging, and the archiving of faculty and student records.
- Assists Information Technology Services (ITS) with all A & R requirements needed for Online Records, and implementation and maintenance of a student information system, including optical imaging, online transcript requests and verifications, archiving faculty and student records, and other technology which interfaces with the student database.
- Represents A & R user interests for student database in technology-related meetings.
- Attends and participate in all user group meetings related to technology.
- Coordinates all activities (analysis, testing, training, documentation) associated with a student information system, including ongoing system enhancements and system upgrades.

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- Reviews and recommends software modifications in relation to the ongoing maintenance of a student information system.
- Assesses and coordinates computer training needs for A & R staff, as well as other departments.
- Ensures effective utilization of computer system capabilities by the end users (staff, students, and faculty).
- Trains users (staff and faculty) in the operation of a student information system.
- Assists with long-term, technology related planning in A & R for the student database (SIS).
- Develops, implements, coordinates and directs Admission and Records services, particularly online records.
- Coordinates, edits, and verifies evaluations, rosters, grade functions and online grade reporting

### Optical Imaging

- Coordinates project activities related to archiving, optical imaging, and is the liaison for all counseling needs related to the imaging system.
- Serves as a liaison with the optical imaging system vendor for system upgrades and troubleshooting.
- Provides operational feedback to ITS on the current imaging system and works with ITS staff to solve the interfacing issues.

### Records and College Contacts

- Works directly and consults with vendors that support Admission software, division deans and other directors regarding procedures.
- Acts as a resource person, providing technical assistance and policy information to staff and students regarding interpretation of Education Code/Title V regulations and policy.
- Serves on college committees related to Admissions and ITS technology issues.
- Coordinates census, grade, and roster procedures.
- Attends conferences, as needed, to remain current with technology and regulations.
- Analyzes and reviews applications, registration and attendance reports for state MIS and 320 apportionment report.

### Faculty/Staff and Student Involvement

- Schedules, trains and provides work direction to support staff.
- Helps resolve student complaints and problems.
- Coordinates the distribution of memos/information for all grade-related functions in Admissions, including rosters and attendance forms.

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### **Organizational Relationships**

This classification reports to the designated Administrator/Manager.

### **Qualifications**

#### **Training and Experience**

AA degree and three years work experience, or five years of progressive admissions experience, with a major emphasis in technology or online services. Knowledge of online information records systems and A & R technology as it relates to registration, admissions, attendance, grades, archiving, and record keeping is required

#### **Knowledge and Abilities**

Understand and provide direction for coordination of A & R technology used for Online Services, online interfaces, and archiving for a two-college system; work cooperatively and independently under the general supervision of the Dean of Admissions and/or the Registrar, and provide technology coordination for an entire admission's staff, computer services, as well as other student services within the district, as well as for college staff; take responsibility and use professional judgment based on established college policies, Education Code statutes and Title 5 regulations; communicate effectively orally and in writing and demonstrate current knowledge of A & R technology in providing high quality services.

#### **Additional Qualifications**

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Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of community college students, staff, and the community.

### **Application Process**

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

#### **A Complete Application Packet Must Include the Following:**

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

### **Application Screening**

Job announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the

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applicant pool.

### **Interview**

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

### **Disability Accommodations**

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

### **Conditions of Employment**

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

### **EEO Statement**

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital





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status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4786033/admissions-and-records-technology-specialist>

### Contact Information

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

### Contact

Enrollment and Support Services Division  
Rancho Santiago Community College District

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