

**Admissions/Records Specialist III  
Rancho Santiago Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=251595>

Downloaded On: Jan. 15, 2025 7:42am

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

**Job Title** Admissions/Records Specialist III  
**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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**Job Description**

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**Admissions/Records Specialist III**

**Rancho Santiago Community College District**

**Salary Range:** Grade 10: \$58,686.81 - \$74,917.13

**Job Type:** Full Time

**Job Number:** CL24-01073



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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

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

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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.

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 direction, coordinates, performs and assists in planning, organizing and providing work direction for a wide variety of specialized and complex clerical duties related to admissions, registration, evaluation, residency, attendance and maintenance of student records; serves as a primary reference source to public and/or staff; assists in the resolution of difficult problems; works with a high degree of independent judgment; assumes and performs related duties as required.

### **Representative Duties**

Resolves problems as a primary resource person; assists with planning, organization and direction of office workload; assists in staff training and participates in the hiring of hourly classified and student assistants; evaluate incoming transcripts for overall units, course equivalency for prerequisites, transfer certification (IGETC & CSU) and degree requirements; interprets and assists counselors and students with course equivalencies for special programs and procedures; coordinates and participates in the maintenance and utilization of current and past student transcripts, individual student records, and ID numbers; direct the distribution, collection and correction of Positive Attendance forms and data; enters and audits the data, as needed; assists in ordering distributing and collecting of class rosters and grade sheets; coordinates the processing and reviewing of admissions applications and other related

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documents; checks for completeness, accuracy and conformance to standards; evaluates and determines residency requirements according to state and federal regulations; interprets residency legislation to resolve complex visa and amnesty problems; directs and provides admissions and registration and enrollment support for a variety of special programs, academies, and Early Decision, as appropriate, collects and accounts for fees of specialized programs; develops and maintains accounting records of charges and payment for fee collection within special programs, including debits, credits, waivers and fees of individuals or groups; serves as liaison with computer center to develop reports; directs scheduling of staff function, including counter and phones; coordinates dissemination of accurate information regarding office, district and state procedures and regulations to the public, students and staff; assists with coordination of microfilm and optical imaging of records for storage and use; assists in the development of support systems for admission, attendance, residency, transcripts, registration and special programs.

### **Organizational Relationships**

This position reports to designated Administrator/Manager.

### **Qualifications**

#### **Minimum Qualifications**

#### **Training and Experience**

Any combination of training and/or experience equivalent to a high school diploma and three years of responsible records experience including experience with college admissions/records preferred, business math; experience in directing group activities.

#### **Knowledge and Abilities**

Knowledge of: English usage; principles of public relations; student record systems; business or technical math; modern office methods, procedures, terms and equipment; rules and regulations, procedures, and policies of the college, and relevant county, state and federal regulations. Ability to: perform work involving judgment, accuracy, and confidentiality; establish and maintain effective relationships with others; understand, interpret, and explain district policies and procedures regarding admission, registration and evaluations; make arithmetic calculations; perform typing and keyboarding tasks accurately; utilize related PC programs; communicate clearly and concisely, orally and in writing.

#### **Additional Qualifications**

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

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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.

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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 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)



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**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 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/4785639/admissions-records-specialist-iii>

**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