

Senior Admissions and Records Assistant
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255035>

Downloaded On: Apr. 3, 2025 3:21am

Posted Mar. 31, 2025, set to expire Apr. 17, 2025

Job Title Senior Admissions and Records Assistant
Department DO District Office
Institution State Center Community College District
Fresno, California

Date Posted Mar. 31, 2025

Application Deadline 04/17/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Agriculture/Vet Med
Administration - Accounting & Finance

Apply Online Here <https://apptrkr.com/6109090>

Apply By Email

Job Description

Image not found or type unknown



Senior Admissions and Records Assistant

Salary: \$55,832.00 - \$68,666.00 Annually

Location: Districtwide, CA

Job Type: Permanent

Division: DO District Office

Job Number: 2025016

Closing: 4/17/2025 11:59 PM Pacific

Senior Admissions and Records Assistant State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255035>

Downloaded On: Apr. 3, 2025 3:21am

Posted Mar. 31, 2025, set to expire Apr. 17, 2025

General Purpose

Under general supervision, performs routine to complex administrative support and technical duties to support student enrollment, registration and access to records; performs records maintenance including complex data entry, tracking and reporting processes; processes student petitions and resolves standard student enrollment issues; performs registration and enrollment duties for nonstandard programs requiring manual processes; 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.

1. Provides day-to-day lead work guidance and direction to lower-level Admissions and Records staff and student aides; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; provides information, instruction and training on work procedures and technical, legal and regulatory requirements.
2. Performs routine to complex admissions and records duties; answers questions from and assists returning, currently enrolled and prospective students with registering, adding or dropping courses, payments and access to official records; distributes, accepts and reviews for completeness and accuracy various forms and petitions; provides information and validates student eligibility for particular programs, classes or early enrollment; responds to questions and complaints.
3. Answers escalated student questions regarding policies, procedures, programs and services including clarification of course and program enrollment requirements and department processes and procedures; verifies student eligibility and program participation for purposes of enrollment, residency/ reclassification, registration and proper documentation; overrides holds and processes petitions following established guidelines; researches and prepares documentation for nonstandard petitions and requests requiring a higher level of approval.
4. Provides technical assistance and information to students, faculty and staff regarding eligibility, applications, restrictions required documentation, processing requirements and fees; reviews completed forms for accuracy and completeness; assists departments with dual enrollment, cohort and other program enrollments and registration processes.
5. Receives and inputs a variety of student information into computer systems; downloads instructors' rosters, unit and grade reports and prepares for review and approval; researches information in computer systems; assists with the preparation of forms and documentation; verifies accuracy of information with third parties; tracks students in College services and programs.

Senior Admissions and Records Assistant State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255035>

Downloaded On: Apr. 3, 2025 3:21am

Posted Mar. 31, 2025, set to expire Apr. 17, 2025

6. Documents and enters into applicable computer systems course repeats, unit and grade point average calculations and other student activity to update student academic records and ensure accurate accounting of student records; assists with end of term grading processes; researches and resolves enrollment and transcript problems such as duplicate accounts and conflicting/inaccurate information.
7. Prepares, compiles and distributes packets of materials; receives, opens and processes returned mail; prepares regular and bulk mailings; scans or copies various documents and materials.
8. Maintains a variety of standard office and specialized records and files; creates and maintains spreadsheets and databases to track petitions, files, activities and services.
9. Maintains all student supporting documentation to meet retention and audit requirements; maintains and ensures the confidentiality of all student documents and records in accordance with the Family Educational Rights and Privacy Act and established District policies and procedures.
10. 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

1. On certain campuses, serves as campus telephone operator.
2. As assigned, accepts payments and cash receipts for parking, child care, tuition and other payments; closes and balances cash drawer; issues student identification cards.
3. May be assigned to update and maintain Admissions and Records webpages, ensuring that all accessibility standards are met.
4. Provides backup for other Admissions and Records departments staff.
5. Assists with responding to subpoenas for student records and enrollment verifications.
6. Interacts with other departments and with state and federal programs on behalf of the department/program or a student.

Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Modern office practices, procedures and equipment including computers and applicable software programs.

Senior Admissions and Records Assistant State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255035>

Downloaded On: Apr. 3, 2025 3:21am

Posted Mar. 31, 2025, set to expire Apr. 17, 2025

2. Department services, program goals, objectives, policies, procedures and practices.
3. Customer service practices including telephone and email etiquette.
4. District student recordkeeping practices and procedures for processing student information and interpreting input and output data utilizing District computer systems used for admissions and records functions.
5. Policies, procedures, goals and objectives of a college admissions and records department.
6. The Family Educational Rights and Privacy Act and other District, state and federal laws, rules, regulations and policies governing student admissions and records.
7. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
8. Safety policies and safe work practices applicable to the assignment.
9. Basic principles and practices of employee work guidance and direction.
10. Personnel Commission Rules, Board Policies and Administrative Regulations, Human Resources Procedures and collective bargaining agreements. Uses and operations of scanners, phone systems, computers, standard business software, and database and spreadsheet applications.

Skills and Abilities to:

1. Assign and review the work of assigned staff.
2. Provide customer service in person and over the phone and electronically, sometimes to confrontational individuals.
3. Interpret, explain and apply District, departmental and administrative policies, procedures and practices.
4. Prepare clear and accurate reports, documents, data entries and files at an acceptable speed.
5. Determine work priorities during peak workload periods, using sound judgment in the application of policies, rules, regulations and standard operating procedures.
6. Organize and maintain physical and electronic files.
7. Perform mathematical calculations.
8. Maintain confidentiality of District and student files and records.
9. Track and report statistical information utilizing complex spreadsheets and databases.
10. Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
11. Communicate effectively, both orally and in writing.
12. Understand and follow written and oral instructions.
13. Operate a computer and use standard business software.
14. Type accurately at a speed necessary to meet the requirements of the position.
15. Represent the District effectively to students, customers and the public.

Senior Admissions and Records Assistant
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255035>

Downloaded On: Apr. 3, 2025 3:21am

Posted Mar. 31, 2025, set to expire Apr. 17, 2025

16. Exercise tact and diplomacy in dealing with sensitive, complex and confidential student situations.
17. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

Graduation from high school or GED equivalent, and at least two years of progressively responsible experience involving admissions, program eligibility, enrollment and student records in an educational and other setting making such determinations; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

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

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

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.

Senior Admissions and Records Assistant State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255035>

Downloaded On: Apr. 3, 2025 3:21am

Posted Mar. 31, 2025, set to expire Apr. 17, 2025

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

APPLICATION SUBMISSION

To move forward in the selection process, you must complete an online application through our web site at <http://www.schooljobs.com/careers/scccd>. Please attach to your application a copy of your degree or transcripts (including when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

APPLICATION REVIEW AND ASSESSMENTS

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants,

Senior Admissions and Records Assistant State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255035>

Downloaded On: Apr. 3, 2025 3:21am

Posted Mar. 31, 2025, set to expire Apr. 17, 2025

who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will also include an online competency assessment (60% weight) and an oral interview assessment (40% weight). Of those achieving a passing score on the competency assessment, only the most qualified candidates will be invited to the oral interview assessment. Passing score is 75% out of 100% on each assessment section.

INITIAL ASSESSMENT TENTATIVELY SCHEDULED AS FOLLOWS:

COMPETENCY ASSESSMENT: APRIL 29, 2025

ORAL ASSESSMENT: MAY 7, 2025

The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

ELIGIBILITY LIST

Candidates who attain a passing score on each part of the assessment will be placed in rank order on a Districtwide Open-Competitive List. Using the same process, a separate Districtwide Promotional List will be established and both Lists will be used concurrently. Unless otherwise indicated, the eligibility list will be used to fill current vacancies in this classification districtwide for at least six months.

The current vacancies are with Reedley College and Fresno City College.

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.

ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.



Senior Admissions and Records Assistant
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255035>

Downloaded On: Apr. 3, 2025 3:21am

Posted Mar. 31, 2025, set to expire Apr. 17, 2025

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4886788/senior-admissions-and-records-assistant>

Contact Information

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

Contact

N/A

State Center Community College District

,