

Senior Student Records Advisor  
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255442>

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Posted Apr. 7, 2025, set to expire May 4, 2025

<b>Job Title</b>	Senior Student Records Advisor
<b>Department</b>	
<b>Institution</b>	West Valley-Mission Community College District Saratoga, California
<b>Date Posted</b>	Apr. 7, 2025
<b>Application Deadline</b>	05/04/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6127444">https://apptrkr.com/6127444</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Senior Student Records Advisor**

**Definition**

The Enrollment and Financial Services department at West Valley College in Saratoga is seeking a talented Senior Student Records Advisor.

West Valley College is located in the heart of Silicon Valley. Our staff and faculty are among the most qualified in the state and our students appreciate the college for its friendly staff and supportive



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atmosphere.

Under the direction of the Manager of Enrollment Services, the Senior Records Advisor provides a variety of technical support and leadership in the management and evaluation of permanent academic records; accurately evaluates foreign and domestic transcripts and requests; applies approved articulation credit to the official transcript, analysis for degree, certificate conferrals, and general education transfer requirements; effectively communicates evaluation statuses with students, designated college staff; performs duties requiring specialized transfer articulation knowledge and scribing; serves as a lead functional user of Banner, Degree Works, Document Management System, and other systems; collects and processes student grade changes and positive attendance records, maintains comprehensive procedures and workflows, provides training for new hires; knowledgeable of board and administrative policies; actively participates in work groups and trainings with management analyst, enrollment services advisor, counseling faculty, articulation officer, IS staff and others; implements process improvements to strengthen the overall student experience.

Applicants who possess the knowledge, skills, and life experiences to address the cultural and educational needs of a culturally diverse student population are encouraged to apply.

### Assignment

100% of full time, 37.5 hours per week, 12 months per year, with anticipated start date of July 2025. Schedule may change to include some evening or weekend hours, as needed. This position is represented by the West Valley-Mission Classified Employees Association (WVMCEA), Office, Technical & Business Services Employee Unit.

Work Location: West Valley College, Saratoga, CA

### Salary and Benefits

Anticipated Hiring Range:

- \$6,980.67-\$7,628.08monthly (WVMCEA Salary Schedule, Range 61, Steps A-C).

Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents.

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- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 12 days vacation leave accrued annually; rate increases step-wise up to maximum 22 days vacation leave accrued annually.
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Educational growth incentive program from \$45 to \$225 monthly.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalPERS retirement.
- Position is union affiliated.

#### Minimum Qualifications

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- 1) Experience: Two years of responsible journey experience similar to [Student Records Advisor](#) with the West Valley-Mission Community College District.
- 2) Education: Equivalent to an Associate's degree from an accredited college with major coursework in education, business or a related field.

AND

License and Certificate: Possession of, or ability to obtain, an appropriate, valid California driver's license.

AND

Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

#### Desired Qualifications

- Bilingual candidates strongly encouraged to apply

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Knowledge and Abilities

Knowledge of:

- Principles and practices of technical and functional oversight and training.
- Procedures, methods, and references used in the evaluation of student records.
- Pertinent federal, state, local, and district laws, rules, and policies affecting the evaluation of student records.
- Course equivalencies, descriptions, and numbering systems in institutions of higher learning.

Ability to:

- Provide technical and functional oversight over assigned staff; effectively train staff.
- Perform the most complex duties related to evaluating student records, determining transfer credits, general education requirements, and eligibility for graduation.
- Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Read, interpret, apply, and explain relevant technical procedures and/or government regulations.
- Advise and assist students, counselors, and other district staff regarding evaluation of student records.
- Prepare and maintain statistical records, reports, databases, files logs and lists.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

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- Establish and maintain effective, cooperative and collaborative working relationships with others.

Examples of Duties and Responsibilities

Duties may include, but are not limited to, the following:

- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Provide and coordinate staff training and work guidance pertaining to prerequisite requirements, course requirements, and certifications of degrees and certificates; work with employees to correct deficiencies.
- Monitor and review changes in federal, state, and/or district laws and regulations as they apply to student records and college course offerings.
- Coordinate with and provide department liaison to district information technology staff regarding system software modules pertaining to student records.
- Consistently review and ensure proper coding in relevant systems for multiple reporting purposes; review and correct error reports; problem solve in conjunction with district information technology staff; reconcile academic advising data for accuracy.
- Ensure that student records staff understand and are trained in relevant requirements and processes; mitigate issues independently or in coordination with management personnel.
- Perform the most difficult work related to evaluation and processing of student enrollment and completion records.
- Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

Working Conditions

Other Duties

Physical Demands

Applicant Information

APPLICATION INFORMATION:

- Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Supplemental

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application questions; (3) Resume; (4) Unofficial copies of transcripts, if requested; (5) Cover letter and/or reference list, if requested; and (6) Any requested licenses or certificates, if applicable.

- All sections of the online application, including Education and Educational Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

#### ABOUT TRANSCRIPTS:

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.
- Should the minimum qualifications state “any combination equivalent to,” then additional relevant work experience may substitute for education. In this case, please upload a document stating such in the Required Transcripts document field.
- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store; then attach the electronic version of your transcript to this online application.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.

For reasonable accommodations and assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070



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Phone: (408) 741-2174 Fax: (408) 741-2564

Email: [Jobs@wvm.edu](mailto:Jobs@wvm.edu)

Selection Process

SELECTION PROCESS INFORMATION:

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive an e-notification to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- Travel expenses to attend first-level interview are the responsibility of the candidate.
- Application materials become the property of the District and will not be returned or duplicated.
- The District may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Any tentative verbal offer of employment is contingent upon formal approval of the college Governing Board.
- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- The District **DOES NOT** provide visa sponsorship.

EEO STATEMENT:

West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.



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**Contact Information**

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

**Contact**

N/A

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