

Senior Admissions and Records Specialist (IVC -
Substitute)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261370>

Downloaded On: Aug. 19, 2025 7:48pm

Posted Aug. 19, 2025, set to expire Jan. 28, 2026

Job Title Senior Admissions and Records Specialist (IVC - Substitute)
Department IVC - Enrollment Services
Institution South Orange County Community College District
Mission Viejo, California

Date Posted Aug. 19, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Job Website <https://www.schooljobs.com/careers/socccd/jobs/5049016/senior-admissions-and-records-specialist-ivc-substitute>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.

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- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
 1. Current department chair(s) (for faculty) or supervisor(s);
 2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
 3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
 4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
 5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction from assigned supervisory or management staff, performs a variety of advanced level technical duties in support of Admissions and Records program activities including evaluation of residency applications or serving as regular lead during registration; prepares a

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variety of records and reports; and responds to difficult questions and requests for information from students, staff, and the general public received by phone, electronically, or in-person.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Admissions and Records Specialist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including evaluating residency applications and serving as regular lead during registration. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Provide information, customer service, and technical assistance to students, staff, and the public regarding admissions, registration and records maintenance policies and procedures; instruct students on correct procedures for the completion of forms, applications and processes; explain applications, requirements and restrictions.

Evaluate and verify integrity of residency status and validate residency reclassifications requests according to state and federal laws and District policies; advise and assist students through the reclassification process.

Review and determine residency for tuition purposes and eligibility for attendance; compile residency data; maintain computerized database for residence statistics; prepares and provides statistical reports.

Assist faculty with class rosters, reinstatements; generate permission codes, and provide information regarding online grading and dropping courses; assist instructors and department heads with processing grades, drop reports, positive attendance, and grade changes; process grade rosters and make corrections to grade entries; assist faculty in entering positive attendance, and correct as needed.

Lead, plan, train, schedule, and review the work of staff responsible for registration procedures;

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participate in performing the most complex work of the unit including analyzing and troubleshooting complex registration problems and recommending/taking effective course of action; responsible for the opening, hours of operation, and closing of the front office, phone service, and online support services on a daily basis.

Oversee daily counter operations as assigned; register new and continuing students; assist students having difficulty using the automated registration systems; make enrollment changes for students; review student records to validate identity for identification card creation; evaluate and analyze student accounting statements and problems; work with Bursar's Office to correct statements as necessary; work with Financial Aid Office in recalculating student fees; maintain and manage printed and electronic forms necessary for the operations of the counter.

Process incoming and outgoing transcript requests; print and mail transcripts; maintain records of transcript requests and mailings.

Research, follow-up on, and make recommendations/decisions pertaining to student petitions and related matters; update approved changes to student records including enrollments, data changes, transcript notations, duplicate ID merges, etc.; correspond with students regarding issues; evaluate for eligibility and processes AB540's and unit overload petitions.

Manage admissions application queue regularly; review enrollment reports for data integrity; recommend actions based on report findings.

Prepare written confirmations of student enrollment, GPA or degree earned; update student data on the student national clearinghouse service; prepare official documents for medical and insurance services, subsidized housing, childcare services, scholarship programs, employment or job promotion, or to defer or delay loan payments.

Verify eligibility and credit attained for credit by exam, advanced placement or other approved assessment of credits; enter approved credit by exam credits, AP scores, or other approved assessment of credits to transcripts.

Provide outreach to high schools. Make oral presentations to a variety of groups and organizations both on and off campus. Lead the admission and registration activities of on- and off-campus programs and support services.

Communicate in person, electronically, or on the telephone with students, faculty, staff and the public to explain and assist with fees, student records, enrollment, registration procedures for

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telephone or on-line systems, final grading, instructor rosters (hard copy or online), train and assist faculty and staff in the use of final grades systems; and notify students and faculty of outstanding materials in accordance with District, state and federal rules, regulations, policies and procedures; prepare various batch communications such as mail merges, nudges, or other methods of communication.

Process and maintain student records including address, telephone or other changes; update student database and verify accuracy; notify students and file documentation; update enrollments and records individually or in using batch functions.

Review and process K-12 student forms and applications according to state and District regulations, review and determines residency for tuition purposes and eligibility for attendance; coordinates and supports high school contacts in K-12 process.

Maintain appropriate documentation and records; compile and maintain copies of appropriate information; enter information into appropriate database. Operate a variety of office machines including a computer and related software. Utilize document imaging equipment to scan/index applications, transcripts, registration forms and a variety of support documentation.

Compute statistical data; compile and prepare various reports and lists.

Interview, recommend the hiring of, train and supervise staff and student assistants including during registration process; develop schedules for assigned staff.

Prepare procedural manuals and other electronic information databases; update procedural manual with changes made to programs and new office requirements; provide recommendations for changes in operations and procedures.

Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of an Admissions and Records program area.

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Principles of lead supervision and training.

Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the state education code.

District policies and requirements regarding admissions and records, residency evaluation, appeal resolution, and other general admissions and records requirements.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles, practices, and procedures of record keeping.

Business letter writing and basic report preparation.

Methods and standards used in processing College paperwork.

Principles and practices used to establish and maintain files and information retrieval systems.

Principles and techniques used in public relations including methods and techniques of proper counter, receptionist, and telephone etiquette.

Basic mathematical concepts.

Basic accounting procedures.

Work organization principles and practices.

English usage, grammar, spelling, punctuation, and vocabulary sufficient to clearly communicate orally and in writing.

Ability to:

Understand the organization and operation of the assigned Admissions and Records functional area as necessary to assume assigned responsibilities.

Understand, interpret, and apply administrative and office policies and procedures as well as

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pertinent laws, regulations, and ordinances.

Independently perform the most difficult specialized office support, clerical, and technical duties and activities of a general and specialized nature in support of the assigned Admissions and Records functions.

Lead, organize, and review the work of assigned staff.

Evaluate residency status of incoming students.

Research and evaluate information.

Analyze problems and identify alternative solutions.

Exercise initiative and sound judgment in solving difficult and complex administrative and technical problems within established procedural guidelines.

Develop recommendations for problematic areas and implement and monitor changes.

Respond to requests and inquiries from students, staff, or the general public; effectively present information in person, electronically or on the telephone to students, staff, or the public.

Resolve conflicts and deal effectively with people facing various challenges.

Use sound judgment in recognizing scope of authority.

Type or enter data at a speed necessary for successful job performance.

Maintain electronic filing and record-keeping systems.

Exercise good judgment in maintaining information, records, and reports.

Plan and organize work to meet schedules and changing deadlines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Work under steady pressure with frequent interruptions and a high degree of public contact by

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phone or in person.

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

EDUCATION AND EXPERIENCE GUIDELINES

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

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized clerical or office related training or course work.

Experience:

Three years of increasingly responsible technical and clerical experience related to admissions and records functions.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office

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setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Supplemental Information

Work Schedule: **TBD** – Schedule and shift vary and are subject to change in accordance with the department's needs.

Hours per Week: Up to **25**

Employment Conditions and Information:

This is a short-term, temporary, hourly Non-Bargaining Unit (NBU) assignment, not to exceed 160 days and 960 hours per fiscal year (July 1st through June 30th). **Short-term, temporary NBU positions may only be used on an intermittent, seasonal, or project basis.** Education Code Section 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District (SOCCCD) as a short-term, temporary NBU employee. Employment will be on an "if and as needed" basis, as determined by the SOCCCD. The assignment may be shortened or extended at any time, due to departmental needs, with little to no notice. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be

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reinstated.

NBU employees are limited to working in a single position for a single department and site (assignments are onsite only).

NBU employees are paid on a monthly basis. The payroll reporting period is from the 1st of the month to the last day of the month. NBU employees are paid on the 10th of the following month.

Example: For the following reporting period: January 1st through January 31st, the NBU employee will be paid on February 10th.

NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees Retirement System (CalPERS), through payroll deduction. The SOCCCD does not intend to employ NBU employees for more than 960 hours during any fiscal year.

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The South Orange County Community College District (SOCCCD) will not sponsor any visa applications.

Employees must reside in California while employed with the SOCCCD.

California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

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Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrrinfodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Non-Discrimination Notice:

The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

California Fair Chance Act:

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse

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academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community.

The SOCCCD is committed to ensuring that all students have the opportunity to succeed in their classes and as such, to eliminating institutional barriers that disproportionately impact students of color. Irvine Valley College and Saddleback College are deeply committed to fostering an inclusive environment where students, staff, and faculty from diverse backgrounds can thrive academically and professionally.

Irvine Valley College (IVC) serves approximately 21,584 students, reflecting a rich diversity: 41% Asian, 2% Black/African-American, 21% Hispanic/Latino, 8% Southwest Asian and North African, 5% two or more races, and 21% White in Fall 2024.

Similarly, Saddleback College (SC) serves around 25,789 students, with demographics showing 12% Asian, 2% Black/African-American, 29% Hispanic/Latino, 5% two or more races, and 47% White in Fall 2024.

These numbers underscore the importance of our commitment to eliminating equity gaps across all student demographics through implementing dynamic, student-centered practices and policies. To support the academic and career success of our diverse student body, we seek a candidate who will actively contribute to our mission of inclusivity and support. The ideal candidate's values will align with SOCCCD's goals for Diversity, Equity, and Inclusion (DEI) and Equal Employment Opportunity (EEO).

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

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

Contact

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