

ADMISSIONS AND RECORDS TECHNICIAN
San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261455>

Downloaded On: Oct. 23, 2025 11:40pm

Posted Aug. 21, 2025, set to expire Dec. 18, 2025

Job Title ADMISSIONS AND RECORDS TECHNICIAN
Department Staff
Institution San Jose/Evergreen Community College District
 San Jose, California

Date Posted Aug. 21, 2025

Application Deadline Open until filled
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 AND RECORDS TECHNICIAN

San Jose/Evergreen Community College District

Close/First Review Date:08/17/2025

Work Location: Evergreen Valley College

Position Description:

POSITION SUMMARY

The Admissions and Records Technician, reports to the Dean of Enrollment Services at Evergreen

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Valley College. The work schedule is 12 months per year; 40 hours per week; Monday - Friday; 8:00 a.m. - 5:00 p.m.

This position is represented by CSEA (California School Employees Association), Chapter 363.

POSITION PURPOSE

Under the direction of assigned administrator, provide responsible technical support and participate in the admission, registration and record-keeping functions of the college Admissions and Records office; specialize in one or more Admissions and Records functions such as transcripts and records.

DISTINGUISHING CHARACTERISTICS

This is the journey-level class in the Admissions and Records series. Positions in this class are assigned responsibility for registering students, determining residency and participating in a broad range of Admissions and Records activities while specializing in one or more Admission and Records functions. Work at this level is distinguished from the Admissions and Records Assistant by the level of complexity and the difficulty and degree of independence and judgement with which an incumbent is expected to perform. Heavy public contact involves students, counselors and college personnel. Assignments may require working unusual hours and at various locations as needed. Incumbents may lead assistants in counter work or during evening hours.

DUTIES AND RESPONSIBILITIES

1. Provide information and assistance to students regarding admission, registration and courses; assist students and faculty with completing various forms and documents; receive and confirm completion of a variety of forms including adding and dropping classes, withdrawing, fee refunds and change of grade or status.
2. Receive phone calls and respond to inquiries for general information; refer callers to other resources or offices as appropriate; communicate with student instructors and other departments to assist with problems, procedures and general information.
3. Implement the Districts matriculation policy by determining which portions of the program each new applicant requires; determine through verbal and written responses if the applicant requires testing, orientation, counseling or all facets of the program.
4. Identify, distribute, collect and cross-check final grade and variable unit reports; research and

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resolve any missing information, input missing grades or units; reconcile edits with missing grades for final grade processing.

5. Receive applications; review registration materials for accuracy, completion of demographic information, testing requirements, orientation, transcripts, acceptance and coding; prepare materials for data entry.

6. Process transcript request forms; notify students if request is incomplete; collect fees; maintain related records.

7. Prepare outgoing transcripts by reviewing, filing and verifying accuracy; check for holds, grade changes and state requirements.

8. Collect and balance money received from registration, tuition and other fees as required; prepare cash balance forms; maintain, close out and balance cash register, process refunds.

9. Update spreadsheets and input data on computers in order to monitor graduation petitions, incoming and outgoing transcripts, records of temporary Social Security numbers, and lists of delinquent reports from instructors.

10. Receive, review and distribute enrollment verification reports and make appropriate adjustments; compile lists of late or missing reports for distribution to campus administrators.

11. Review scanner sheets, roll sheets, grade sheets and other records for errors; make corrections and input data into appropriate files.

12. Prepare, post and maintain accurate and current files of individual student records and supporting material that includes grades, courses and other data regarding student performance and personal information.

13. Register and enroll students into classes using the on-line interactive computer system; collect appropriate fees; enter data; troubleshoot the registration system using computer terminals and printers; train students to use the on-line registration terminals.

14. Coordinate the high school concurrent attendance program records; contact schools to clarify whether students will be receiving high school or college credit.

15. Provide support for and attend special programs or off-campus registration; prepare informative

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oral presentations regarding admissions procedures and policies.

16. Prepare letters, notices and other correspondence as needed.

17. Assist in the training and orientation of new employees and student workers.

18. Maintain inventory and order Admissions and Records forms.

19. Perform other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Correct English usage, grammar, spelling, punctuation and vocabulary.

2. Rules, regulation, requirements and restrictions such as (FERPA), residency in regards to student records, admission and registration.

3. Modern office methods, procedures and equipment.

4. Operation of a computer terminal and data entry techniques.

5. Interpersonal skills using tact, patience and courtesy.

6. Telephone techniques and etiquette.

7. College matriculation requirements.

8. Principles of training.

9. Public speaking techniques.

10. Record-keeping techniques.

11. Basic mathematics.

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Skills and Ability to:

1. Perform clerical duties such as filing, typing, duplicating and maintaining routine records.
2. Work confidentially with discretion.
3. Establish and maintain cooperative and effective working relationships with others.
4. Apply and explain policies, procedures and regulations regarding college admission, registration and student records.
5. Answer telephones and greet the public courteously.
6. Assemble, organize and prepare data for records and reports.
7. Operate office machines including a computer and applicable software.
8. Meet schedules and time lines.
9. Prioritize and schedule work.
10. Train others.
11. Prepare and deliver oral presentations.
12. Adapt to changing circumstances and deal with stressful situations.
13. Type at a rate of speed necessary for effective job performance.
14. Complete work with many interruptions.
15. Understand and work within scope of authority.
16. Understand and follow oral and written instructions.

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Required Qualifications:

EDUCATION AND EXPERIENCE

1. Education equivalent to a high school diploma or GED supplemented by specialized clerical courses.
2. Three years of responsible records and clerical experience including at least one year in a college admissions and records position or related field.

Desired Qualifications:

Districts Diversity Requirements

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
- Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

Salary Range:

\$64,987 - \$79,385 Annual Salary (Range 72: Classified Salary Schedule Fiscal Year 2025-2026).

Starting placement is generally at Step 1.

Benefits:

In addition to the salary, this position qualifies for the choice of one of the Districts excellent Health Benefits and Welfare plans, which the premium cost is 100% paid by the District for the employee and their eligible dependents, and one health plan costing an estimated \$60,000 for the District for fiscal year 2025-2026. We offer two medical plans (Anthem Blue Cross [PPO] and Kaiser Permanente (HMO)); dental (Delta Dental PPO); vision (VSP Choice); life insurance for the employee (The Hartford); life insurance for eligible dependents (The Hartford); a long term disability/income protection plan (The Hartford); and an employee assistance plan (Anthem EAP).

In addition, the District contributes an additional 26.81% of the employees salary towards an eligible

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employees pension (CalPERS).

Employees may also elect to participate in optional plans including purchasing additional life insurance for themselves and their eligible dependent(s); enroll in a medical, transportation, and/or dependent care Flexible Spending Account(s) (with the \$4 monthly administrative fee paid by the District); and set pre-taxed dollars aside to supplement their pension in a 403b (tax shelter annuity) and/or a 457 (deferred compensation) plan(s).

Classified employees also earn 10 to 22 days per year of vacation (based on years of service), and up to 12 sick leave days (pro-rated for less than full-time positions). There are currently 20 paid holidays.

To be considered for this position please visit our web site and apply on line at the following link: <https://sjeccd.peopleadmin.com/>

About San Jose/Evergreen Community College District

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive roles models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the Districts emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

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Contact Information

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

Contact

Staff

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