

PERALTA COMMUNITY COLLEGE DISTRICT - February, 1990

CLASSIFIED JOB DESCRIPTION

**ADMISSIONS AND RECORDS SPECIALIST
(SEIU Local 1021 Salary Range 273)
Job Code: 085**

CLASS PURPOSE

Under the supervision of the Vice Chancellor of Educational/Student Services or designee, and general direction of the District Admissions Officer, the Admissions and Records Specialist performs professional work in the analysis, research and preparation of reports in Admissions and Records.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Coordinates student registration.
- Audits reports relating to units, hours and course offerings provided by the Office of Instruction.
- Coordinates and evaluates degrees, certificates of completion, military service credit and general education certifications.
- Provides technical assistance and direction in the implementation of office policies and procedures.
- Maintains and corrects student records.
- Coordinates processing of official transcripts and receipt of incoming transcripts.
- Is responsible for credit by examination and course waiver processing, data entry and verifications of attendance.
- Collects and monitors faculty roll books and census, grade and positive attendance rosters.
- Supervises admissions and records clerical and technical staff as assigned.
- Acts as District liaison to the colleges.
- Operates as well as trains staff in the use of personal computers utilizing word processing, spreadsheets, database and Internet applications relating to the admissions and enrollment of students.

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- Communicates effectively, orally and in writing.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Graduation from an accredited college or university and five years of experience in student registration, and admissions and records maintenance; or any combination of education, training and/or qualifying experience that could likely provide the desired knowledge, skills and abilities to perform the duties of the position.
2. Knowledge and proficiency in the operation and use of personal computers utilizing word processing, spreadsheet and database management software programs (e.g., MS Office Suite, MS Word, Excel, Access and PowerPoint, etc.) and the Internet browser, websites and E-mail.
3. Ability to speak and write effectively.
4. Knowledge of rules, regulations and policies of registration and admissions.
5. Ability to perform data entry on a computer.
6. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to speak and converse in other languages such as Spanish, Chinese or another language spoken by students attending the Peralta Colleges.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color

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- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: March 1998
 May 2000