

## IMPERIAL COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: ADMISSIONS AND RECORDS OFFICER

#### BASIC FUNCTION:

Under direction of an assigned supervisor, perform a variety of specialized duties related to the admissions and registration process and student attendance accounting; assist in gathering student data and institutional research; provide lead role in admissions and records.

#### REPRESENTATIVE DUTIES:

*The following duties are typical for this classification.*

Assist in planning, organizing and conducting the admissions and registration processes for fall, winter, spring and summer sessions; establish deadline dates and disseminate information to District departments and offices; coordinate and implement on-line registration procedures. *E*

Provide leadership, guidance, and training to employees in the Admissions and Records department. *E*

Resolve complex situations or problems related to admissions and records functions and processes. *E*

Provide technical expertise and information in registration, admissions, and student records to administration, faculty, staff, students, and the public. *E*

Coordinate and work with special groups/programs (DSPS, Foster Youth, Military, EOPS, Cal-Works, etc.) to ensure that priority enrollment procedures in Banner are entered correctly. Ensures enrollment priority in Banner is compliant with Title 5 regulation. *E*

Process late registration and enrollment changes requested by faculty. Organize and monitor the Late Add Form procedure. *E*

Coordinate and develop the physical set-up of the late registration area, assuring proper staff coverage. *E*

Coordinate the data entry process, assuring the accuracy of the data; provide in-service training for staff and student workers hired during the admission and registration process throughout the year; review registration and admissions processes and recommend improvements and automated advancements. *E*

Provide outreach and marketing related to admissions and records; participate in meetings, conferences, and training as required. *E*

Assist in organizing and coordinating the attendance accounting records including opening day rosters, and census rosters; assure the proper filing and maintenance of attendance records and reports. *E*

Assist in the dissemination of admission and registration information to the proper individuals, institutional divisions/departments and programs, and other areas; provide information concerning the annual schedule of admission time lines for applications, petitions, online registration, drop dates and census times. *E*

Assist evaluator in the review, evaluation, and maintenance of academic records and transcripts; assist in determining if courses from other institutions meet requirements of IVC courses. *E*

Coordinate, organize, and implement the Academic Standing process and notify students on their probation or dismissal status each term. *E*

Process Academic Renewal Petitions and work with counselors to ensure students meet the requirements for Academic Renewal. *E*

Coordinate with Academic Services and Information Technology to set up the academic terms in Banner. Update appropriate Banner forms affecting student enrollment each term. *E*

Serve as the contact person for faculty, staff; students and administrators; provide specialized information and assistance regarding admission, registration, attendance, and enrollment. *E*

Assist in developing and producing enrollment reports, reports for the Chancellor's Office and other reports as assigned. *E*

Schedule and coordinate large mailings of the Admissions and Records Office; assure mail bins are available and inform mail services staff of scheduled mailings. *E*

Operate a variety of office equipment including computer terminal, microcomputer, printer, typewriter, switchboard, copier, calculator, shredder and facsimile machine. *E*

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **Knowledge of:**

- Admissions and registration procedures applicable to a community college.
- Federal, state and local laws and regulations related to admissions and records.
- Preparation and maintenance of student records.
- Student attendance accounting methods and procedures.
- Oral and written communication skills.
- Correct English and Spanish usage, grammar, spelling, punctuation and vocabulary.
- Financial and statistical recordkeeping techniques.

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- Basic principles of supervision and training.
- Coordination and organizational methods and skills.
- Electronic data processing methods, procedures and equipment.
- Interpersonal skills using tact, patience, and courtesy.

**Ability to:**

- Explain and interpret policies and procedures related to registration, records, academic probation, and student attendance accounting at a community college.
- Understand and interpret applicable sections of the State Education Code and other applicable laws under the direction of the Director.
- Modern office practices, procedures, and equipment.
- Work independently with minimal supervision.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.
- Train and provide work direction to others.
- Maintain records and prepare complex reports.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Prepare and produce a variety of reports using various computer programs.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to an Associate’s degree and three years of student services or related field experience.

Bilingual in English and Spanish is preferred.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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|----------------------------------|--------------------------|
| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent |
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2. Occasional = 25-50 percent

4. Very Frequent = 76 percent and above

- 4 a. Ability to work at a desk, conference table, or in meetings of various configurations.
- 1 b. Ability to stand for extended periods of time.
- 4 c. Ability to sit for extended periods of time.
- 4 d. Ability to see for the purpose of reading printed matter.
- 3 e. Ability to hear and understand speech at normal levels.
- 4 f. Ability to communicate so others will be able to clearly understand a normal conversation.
- 1 g. Ability to bend and twist.
- 2 h. Ability to lift 25 pounds.
- 2 I. Ability to carry 25 pounds.
- 4 j. Ability to operate office equipment, computer, or related peripherals.
- 1 k. Ability to reach in all directions.

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*