

Range	28
Hrs	8
Wk.	40
Mos.	12

SHASTA – TEHAMA – TRINITYJOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: ADMISSIONS AND RECORDS TECHNICIAN II

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a variety of responsible clerical/technical duties involved in the development, maintenance, updating, and processing of permanent student records and files related to education, registration, census, and attendance; to collect registration, enrollment, and other fees associated with admissions and records office functions; and to ensure that student information, data, and records comply with established admissions and records reporting requirements. Employees in this classification receive general supervision with a framework of standard policies and procedures. Employees in this classification may train and review the work of student assistants. This job class exercises responsibility for the accurate and timely processing and verification of student enrollment, collection and reconciliation of fees, grades, transcripts, and related records. Positions assigned to this class also serve as a primary resource person in accounting, athletic eligibility, transcript processing, maintenance of probation/dismissal files, residency determination, and/or other areas as assigned.

SUPERVISOR: Director of Admissions and Records

TYPICAL DUTIES

- Establishes, maintains, updates, and processes permanent student records and files related to registration, collection and reconciliation of fees, enrollment, attendance, and coursework
- Reviews and evaluates students' permanent records including transcripts of students transferred to Shasta College from other colleges; maintains accurate cumulative totals.
- Provides over-the-counter verifications of units completed, grade point average, and other information as requested.
- Processes transcript requests and verifies student enrollment.
- Reviews and evaluates applications and records for students seeking various certificates, grants, A.A. degrees, and transfers to four-year institutions ensuring that appropriate requirements are met.

TYPICAL DUTIES (Continued):

- Balances fee totals, monitors and analyzes fee records, including third party payments, and updates student fee accounts as appropriate.
- Processes fee refunds, insufficient payment notices, and other correspondence related to fee collection and reconciliation.
- Works closely with Financial Aids Office, Business Office, and Extended Education sites related to student fee accounts.
- Assists in the planning and coordination of the district's computer registration program.
- Assists counselors and instructors in obtaining student records; assists in distribution of incoming/outgoing mail.
- Provides verification of units completed, grade point average and information as requested.
- Maintains probation/dismissal files pursuant to Title V and college policy; processes changes to students' schedules as recommended by counselors.
- Tracks progress of students on probation, notifies students of their probationary status, and updates probationary files and records and cumulative totals as changes occur in grades.
- Assists students petitioning for reinstatement, repetition of classes, academic renewal, and appealing probation/dismissal to Scholastic Standards Committee: attends meetings and takes appropriate action based upon meeting results.
- Assists with the processing of grades; distributes and collects grading sheets and census to/from instructors and advises them of district grading and attendance policies.
- Determines residency and provides information regarding residency requirements and regulations.
- Determines athletic eligibility of Shasta College athletes; monitors their academic status and submits reports to appropriate parties.
- Processes attendance accounting including weekly and daily census; assists instructors in accurate attendance reporting and maintains/updates attendance related records/files.
- Assists with admission and registration operations to include initial registration activities, change of program, over-enrollment, late registration, and fee collection.
- Schedules counseling appointments for students and prospective students.

TYPICAL DUTIES (Continued):

- Provides information and answers inquiries from students, potential students, staff, and the general public regarding admission and records policies, procedures, standards, and requirements.
- Compiles information and statistical data for various reports from records/files kept and maintained.
- Composes and types a variety of materials such as correspondence, memos, lists, reports, forms and other documents from rough draft, notes, or verbal instruction.
- Trains, monitors, and reviews the work of student assistants and others as assigned.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDSKnowledge of :

- Modern office methods, practices, and procedures including business correspondence and proper telephone techniques.
- Proper Business English including grammar, punctuation, vocabulary, and spelling.
- Manual and computerized record keeping methods and procedures.
- Bookkeeping and accounting principles.
- Fee collection techniques

Ability to:

- Learn and interpret district, state, and federal policies and regulations related to Admissions and Records office operations.
- Establish and maintain accurate and complete student records and files.
- Accurately type at a rate required for successful job performance.
- Effectively communicate in both oral and written forms.
- Independently understand and follow oral and written instructions.
- Accurately and rapidly perform arithmetical calculations.
- Independently prepare routine reports and correspondence.

Ability to: (Continued)

- Operate standard office equipment including typewriter, computer terminal, printer, calculator, copier.
- Work without direct supervision
- Organize and prioritize assigned workload to meet established timelines/deadlines.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Experience:

- Two years of clerical work preferably including work in student records.

Education:

- Two years of college or equivalent, including some bookkeeping or accounting experience.