

PERALTA COMMUNITY COLLEGE DISTRICT - March 2016

CLASSIFIED JOB DESCRIPTION

**SENIOR ADMISSIONS & RECORDS SPECIALIST
(SEIU Local 1021 Salary Range 100)
Job Code: 011**

CLASS PURPOSE

Under the supervision of the Dean of Enrollment Services, the Senior Admissions and Records Specialist performs professional level work in the planning, research, and coordination of Admissions and Records programs and activities. Serves as policy and procedure expert and lead for the District or College Admissions and Records Department.

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.

- Maintain up to date knowledge of policies and regulations related to admissions and records.
- Ensure compliance with District policies and procedures, and state and federal laws and regulations related to student enrollment, registration, and maintenance of student records; make recommendations to develop and modify work processes in response to legislative mandates and regulatory changes.
- Prepare and submit a variety of state and institutional statistical reports.
- Provide technical information and assistance to students, staff, and administrators concerning college admission and registration.
- Interpret policies and regulations and determine appropriate course of action in complex and escalated registration and enrollment circumstances.
- Provide assistance and general training for Admissions and Records staff and student workers; direct work of student employees
- Assist with directing work of admissions and records staff as assigned.
- Process documents, requests, and petitions for grade changes, withdrawals, student major changes, academic renewals, and excused withdrawals.
- Collect and monitor faculty census and positive attendance rosters; communicate regularly with Dean and VPI regarding outstanding rosters.

Job Description: Senior Admissions and Records Specialist

- Oversee and process verification of documents for residency/AB540 requirements.
- Process and monitor non-traditional enrollments.
- Serve as a liaison between Admissions and Records, Academic Affairs, and the Colleges regarding the coordination of services to students.
- Serve as lead to test enrollment functions in scheduled computer software system upgrades and new software implementations.
- Design and implement continuous improvement programs in all Admissions and Records processes; provide input and recommendations regarding staffing, equipment, and supply need.
- Assist with A&R-related special projects as assigned, including but not limited to Program Review.
- Clear applicable registration and enrollment holds.
- Evaluate transcripts and petitions for degrees/certificates, and post students' awards when college Technician/Sr. Technician is out of office for an extensive leave or vacation.
- Files and prepares responses to audit reports.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Graduation from an accredited college or university and five years of experience including one (1) year in a supervisory or senior position; or an equivalent combination of training, education, and experience which demonstrates an ability to perform the duties of the position.
2. Knowledge of rules, regulations and policies of registration and admissions
3. 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.
4. 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

- Demonstrated knowledge of rules, regulations and policies of registration and admissions.
- Demonstrated ability to train and supervise the work of student assistants.
- Willingness to establish and maintain cooperative working relationships with those contacted in the course of work.
- Demonstrated ability to speak and write effectively.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone

Job Description: Senior Admissions and Records Specialist

- 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
- 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: 2/2/2023