

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: ADMISSIONS & RECORDS SPECIALIST**

**FLSA STATUS: NONEXEMPT**

**BASIC FUNCTION:**

Under the direction of an area administrator, evaluate, maintain and perform a variety of complex specialized admissions and records duties. Duties may include analyzing and evaluating student academic records to determine eligibility for athletic programs; analyzing student records to certify completion of requirements for degrees or certifications; and/or performing grade reporting and attendance accounting.

**REPRESENTATIVE DUTIES:**

Evaluate, maintain and analyze student academic records from VVC and other colleges to certify completion of requirements for associate degrees, certificate programs, and eligibility for certain classes and/or eligibility in athletic programs at VVC; analyze course content and determine appropriate credit for degrees and certificate completion. *E*

Verify, maintain and process grades, census and positive hours for credit and non credit classes; input and process final grades; perform state reporting on all aspects of attendance reporting. *E*

Update and maintain student records and files; review transcripts for repeated courses; update grade point average and probation status as necessary; input transcript information into computer and generate new transcripts. *E*

Maintain records of student eligibility and progress; notify students of eligibility and or academic status; prepare honors and graduation lists as assigned. *E*

Assist students, staff and the public and provide information concerning admissions, student records, registration and enrollment in accordance with District policy regarding confidentiality of records. *E*

Assist students in correct procedures for completion of applications for admissions, graduation, certifications and other enrollment materials; review and ensure accuracy and completion and verify residency. *E*

Assist counselors and students in analyzing student records. *E*

Evaluate armed services forms and evaluate credit given toward degree requirements. *E*

Operate a computer terminal to prepare and maintain a variety of data and information; prepare and maintain a variety of forms, records and reports.

Respond to questions from students, faculty or the general public related to assigned

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operations.

Utilize a variety of internal and external resources and contacts to obtain information related to accreditation and eligibility.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Applicable sections of State Education Code and other applicable laws.

California residency requirements and policies.

Course analysis and evaluation techniques.

Rules, policies and regulations related to assigned area.

District policies related to student record confidentiality.

District organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Record-keeping techniques.

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

Oral and written communication skills.

Operation of a computer terminal and data entry techniques.

Basic math.

#### **ABILITY TO:**

Analyze and evaluate academic student records.

Perform specialized clerical duties related to admissions, records and registration.

Read and accurately analyze course descriptions and college transcripts.

Explain, apply and interpret rules, regulations and policies regarding community college admissions, records and registration.

Perform data entry and maintain records with strict attention to detail.

Operate a variety of office equipment including a computer terminal.

Add, subtract, multiply and divide quickly and accurately.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

Work independently.

Meet schedules and time lines.

Maintain records and prepare reports.

Work confidentially with discretion.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of

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increasingly responsible clerical experience involving frequent public contact.

### **WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

#### ***Disclosure:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### ***Normal Office Environment:***

While performing the duties of this job the employee is required to perform light lifting; reach and bend at the waist; sit and view a computer monitor for extended periods of time; use hands and fingers to operate a computer keyboard or other office equipment; speak and hear to exchange information. Incumbent may be exposed to dissatisfied or abusive individuals.

Office environment; subject to constant interruptions.