

Position: Admissions & Records Technician I	Salary Grade: 11
Department: Student Services	FLSA: Non-exempt

Summary

Performs routine clerical duties to support admitting and registering students for courses. Enters data onto student records. Provides related clerical services such as routine correspondence in response to inquiries, tallies of course attendants, and verification of fees.

Essential Duties and Responsibilities

- Processes application forms by entering application data onto a computerized student information system. Verifies residency determinations, fees, and accounts for money collected.
- Processes registration changes, assuring accurate posting of student drops, enrollment changes, and fees collected or owed.
- Fulfills requests from other educational institutions and agencies involving the verification of student status and records. Prepares and transmits routine correspondence for students, verifying student status and other information. Reviews records to assure accurate information and timely collection of fees owed by students prior to release of transcripts.
- Updates information to student records that include demographic and vital information and grades and grade changes.
- Performs first-level answering of telephones, providing information and assistance or referring to others as required and based on level of knowledge.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires basic record keeping, general office, and clerical skills. Requires an introductory knowledge of applicable College services, requirements, policies, and procedures governing admissions. Requires sufficient organizational skills to enter data and update student files within established time standards. Requires sufficient human relations skills to convey common information to new students. Requires sufficient math skills to compute totals from existing fee tables.

- **Abilities**

Requires the ability to enter alpha and numeric data onto an established data entry screen at an acceptable rate of speed and accuracy. Requires the ability to maintain the confidentiality of student records and information. Must be able to perform the clerical and record keeping duties of the position including operation of computer software programs designed for student information. May require the ability to perform work assignments at all College locations.

- **Physical Abilities**

Requires the ability to sit at a workstation for extended periods of time and to stand upright and forward flexing, for intermittent periods of time. Requires the ability to interact with students at departmental service windows. Requires near visual acuity to write, read written materials and computer screens, and observe students at service windows in need of assistance. Requires sufficient hearing and speech ability for personal and telephone conversations and to hear sound prompts from equipment. Requires sufficient hand-eye and finger dexterity to write, use a keyboard and mouse or other pointing device. Requires the ability to reach (from low, level, and overhead) to file, access files, and move supplies and equipment in and out of storage areas. Requires the ability to perform data entry.

- **Education and Experience**

High School diploma or equivalent required. Additional business or secretarial training preferred. Minimum of 6 months of increasingly responsible clerical data entry or record keeping experience is required; within a College or other school registration office is desirable.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Board approved: 07/10/2003