

Barstow Community College

Position Description

Position: Admissions and Records Office Coordinator	Salary Grade: 19
Department: Admissions and Records	FLSA: Non-exempt

Summary

Under direction of the Director of Enrollment Services, assists in organizing the daily functions of the Admissions and Records office. Provides assistance with complex application and registration issues. Oversees faculty contact regarding rosters, waitlists, and grades. Provides transfer credit evaluation and process graduation audits.

Essential Duties and Responsibilities

- Distributes information in oral and written form to individuals and groups utilizing College services.
- Provides administrative support to the Director of Enrollment Services. Composes correspondence, reports, and other materials that may be confidential in nature or deal with private student information
- Assists in preparing budgets by organizing historical and proposed materials. Processes requisitions, verifying available funds
- Oversees and participates in establishing and maintaining files and filing systems
- Provides training and oversees work activities of student workers
- In collaboration with academic counselors, determine equivalency of courses taken at other colleges and institutions; check for course repetitions; verify course level, content, unit value, and grading system from college catalogs or through correspondence with other institutions or use of electronic sources
- Interpret, apply and explain course evaluation rules, regulations, policies and procedures
- Complete data entry for assessment test scores, evaluated transcripts, prerequisite validation, and course repetition. Maintain articulation forms in student database.
- Review and evaluate academic records and transcripts to determine completion of general education requirements (certify) eligibility for graduation
- Prepare, update and maintain graduation lists; maintain graduation statistics; process diplomas and certificates
- Maintain database for graduates for on- and off-campus mailings and verifications of completion of degree/certificate requirements
- Maintain all forms and update as appropriate for degree and/or certificate changes

- Processes the more complex registrations and applications; resolves more complex issues relating to tuition assistance; evaluates for eligibility and processes AB540s and unit overload petitions; resolves residency and social security issues; and processes cross-enrollments
- Oversees and participates in the collection and maintenance of rosters and grades from faculty; oversees and verifies input of grades by instructors is completed by applicable deadlines; and assists students with roster, waitlist, and final grade issues
- Remain current concerning course changes and academic decisions; maintain file of academic policy changes and decisions affecting evaluation and graduation; inform academic counselors and Admissions and Records personnel of these changes
- Periodically review and revise evaluation forms to reflect changes
- Prepare and maintain a variety of technical records and files related to evaluation activities and functions
- Performs other duties as assigned that support the overall objective of the position

Qualifications

Knowledge and Skills

- In-depth knowledge of admissions, registrar functions.
- Requires math skills to monitor a budget
- Requires professional writing skills sufficient to prepare marketing-oriented materials and correspondence
- Community college policies, evaluation procedures, and graduation requirements
- Procedures and methods involved in the evaluation of student transcripts and records
- College catalogs, course descriptions and content, and course numbering and grading systems
- Modern office practices, procedures and equipment, including computerized student records systems and standard record-keeping techniques

Abilities

- Perform a variety of duties related to the evaluation of student records to determine completion of general education requirements and eligibility for graduation
- Perform and complete intricate clerical work with accuracy in a timely fashion.
- Plan and organize work to meet scheduled deadlines and timeframes.
- Maintain accurate, up-to-date records and prepare reports as requested
- Requires the ability to carry out all activities of the position

- Requires the ability to assure smooth flow of information to, from and within the campus
- Requires the ability to process admissions, student data, and administrative data on a timely basis
- Requires the ability to interpret and explain policies and procedures
- Requires the ability to communicate with faculty, staff, students and the public using patience and courtesy, and in a manner that reflects positively on the college

Physical Abilities

Requires the ability to move to varying locations. Requires ambulatory ability to operate a personal computer keyboard and audio-visual presentation equipment. Requires occasional lifting of light weight materials. Requires visual acuity to drive a car and to read words and numbers. Requires auditory ability to carry on conversations and speak to small groups.

Education and Experience

The position requires an Associates Degree in a business related curriculum and six years of experience preferably in educational clerical/customer support to include admissions, financial aid, and administrative support to the delivery of instruction. Bachelor Degree preferred. Additional higher education may substitute for some experience.

Licenses and Certificates

A valid driver's license.

Working Conditions

Work is performed indoors where some minimal 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.