

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: STUDENT SERVICES SPECIALIST - Admissions and Records

BASIC FUNCTION:

Under direction of the Director of Admissions, perform a variety of specialized duties related to the admissions and registration process and student attendance accounting; assist the Director in gathering student data and institutional research.

REPRESENTATIVE DUTIES:

Assist in planning, organizing and conducting the admissions and registration processes for fall, winter, spring and summer sessions; establish deadline dates and disseminate information to District departments and offices; coordinate and implement the on-line registration procedures.

Coordinate and work with special groups/programs (DSPS, Foster Youth, Military, EOPS, Cal-Works, etc.) to ensure that priority enrollment procedures in Banner are entered correctly. Ensures enrollment priority in Banner is compliant with Title 5 regulation.

Process late registration and enrollment changes requested by faculty. Organize and monitor the Late Add Form procedure.

Coordinate and develop the physical set-up of the late registration area, assuring proper staff coverage.

Coordinate the data entry process, assuring the accuracy of the data; provide in-service training for staff and student workers hired during the admission and registration process throughout the year; review registration and admissions processes and recommend improvements and automated advancements.

Assist in organizing and coordinating the attendance accounting records including opening day rosters, census rosters completed online via WebSTAR; assure the proper filing and maintenance of attendance records and reports.

Assist in the dissemination of admission and registration information to the proper individuals, institutional divisions/departments and programs, and other areas; provide information concerning the annual schedule of admission time lines for applications, online registration, drop dates and census times.

Update database to assure compliance with changes relevant to student academic progress; update, maintain, and facilitate changes in computer database.

Coordinate, organize and implement the Academic Standing process in Banner and notify students on their probation or dismissal status each term. Students also informed of enrollment priority loss after the second consecutive semester of being on probation.

Process Academic Renewal Petitions and work with counselors to ensure students meet the requirements for Academic Renewal.

Coordinate with Academic Services and Information Technology to set up the academic terms in Banner. Update appropriate Banner forms affecting student enrollment each term.

Serve as the secondary contact person for faculty, staff; students and administrators; provide specialized information and assistance regarding admission, registration, attendance, and enrollment; assist individuals using both the English and Spanish languages.

Assist the Director of Admissions in developing and producing enrollment reports, reports for the Chancellor's Office and other reports as assigned.

Assist as needed with data entry, switchboard duties, and clerical duties in support of admission, registration, and enrollment and retention functions.

Schedule and coordinate large mailings of the Admissions and Records Office; assure mail bins are available and inform mail services staff of scheduled mailings.

Operate a variety of office equipment including computer terminal, microcomputer, printer, typewriter, switchboard, copier, calculator, shredder and facsimile machine.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Admissions and registration procedures applicable to a community college.
- Preparation and maintenance of student records.
- Student attendance accounting methods and procedures.
- Oral and written communication skills.
- Correct English and Spanish usage, grammar, spelling, punctuation and vocabulary.
- Operation of office machines including microcomputer, computer terminal, printer, copier and others.
- Telephone techniques and etiquette.
- Financial and statistical recordkeeping techniques.
- Basic principles of supervision and training.
- Coordination and organizational methods and skills.
- Electronic data processing methods, procedures and equipment.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Explain and interpret policies and procedures related to registration, records, academic probation, and student attendance accounting at a community college.
- Understand and interpret applicable sections of the State Education Code and other applicable laws under the direction of the Director.
- Modern office practices, procedures, and equipment.
- Operation of computers, printer, typewriter, calculator, copier and other office machines.
- Train and provide work direction to admission and registration personnel and student workers.
- Work independently with minimal supervision.

- Develop a calendar of events for admissions, registration and attendance accounting processes.
- Meet schedules and time lines.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.
- Prepare and produce a variety of reports using various computer programs relating to the admission, registration, and enrollment of students.
- Communicate effectively in English and Spanish.

EDUCATION:

An Associate's degree is required.

EXPERIENCE:

Four years or more of increasingly responsible office and clerical experience; including at least two years in a community college setting.

WORKING CONDITIONS:

Duties are primarily performed in a Student Services environment while seated at a desk, computer terminal or counter. Incumbents are subject to extensive contact with students, constant interruptions, noise from talking or office equipment and demanding timelines.

PHYSICAL DEMANDS:

Incumbents regularly sit for long periods of time, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; and hear and understand voices over telephone and in person; lift, carry, and/or move objects weighing up to 25 pounds.