

PERALTA COMMUNITY COLLEGE DISTRICT - May, 1981

CLASSIFIED JOB DESCRIPTION

**ADMISSIONS AND RECORDS TECHNICIAN
(SEIU Local 1021 Salary Range 060)
Job Code: 247**

CLASS PURPOSE

Under the supervision of the Vice Chancellor of Educational/Student Services or designee, and general direction of the District Admissions Officer, the Admissions & Records Technician performs duties in student admissions, registration and records maintenance.

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.

- Act as liaison and technical resource person in the Admissions and Records Office.
- Evaluate petitions for Associate Degrees, Certificates of Completion and Initial Evaluations.
- Determine which students graduate with honors based on grade point average computations.
- Process substitution/waiver petitions.
- Notify students concerning the status of their petitions.
- Maintain a graduation file on the personal computer.
- Order diplomas and certificates from vendors.
- Perform records maintenance, compute GPA's, post degrees and certificates, credit by examinations and four-year college concurrent enrollment grades.
- Flag repeated courses and those taken for high school credit.
- Work with the public during registration performing duties such as counter work and determination of residency.
- Process on-line registration holds, adds, and drops census rosters and early alert codes.
- Verify attendance; assist in the distribution, collection and screening for accuracy of attendance and grade rosters.
- Compose correspondence and maintain student records and administrative files.

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- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Three (3) years of clerical and technical experience in student registration and in admissions and records maintenance; or an equivalent combination of training, education and qualifying experience that demonstrates the 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. Ability to perform data entry on a computer.
5. 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

- Ability to train and supervise the work of student assistants.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to speak and write effectively.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- 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

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- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: March 1998