

PERALTA COMMUNITY COLLEGE DISTRICT - March, 1998

CLASSIFIED JOB DESCRIPTION

**DISTRICT ADMISSIONS OFFICER
(SEIU Local 1021 Salary Range 111)
Job Code: 193**

CLASS PURPOSE

Under direction of the Vice Chancellor for Educational/Student Services, the District Admissions Officer coordinates and serves as work lead over all phases of the Admissions and Records Office.

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.

- Serves as work lead for all classified employees in the department.
- Plans and administers a system of grade reporting and attendance accounting consistent with District, State and Federal regulations.
- Supervises maintenance of student records.
- Coordinates and implements MATRIC and pre-requisite guidelines within Admissions.
- Provides enrollment data as requested by the District.
- Interfaces with Counselors and staff regarding transcript evaluations from all schools and colleges.
- Supervises evaluation process for degree and certificates as well as IGETC and State General Education Breadth certification.
- Creates and maintains production schedule for data processing for rosters, reports, registration, etc.
- Supervises a system to certify enrollment status for various County, State, Federal and private agencies.
- Supervises the collection and maintenance of faculty records as related to grades and attendance.
- Coordinates the admission and enrollment procedures for concurrent programs with grade school, high school, as well as state colleges and universities across registration programs.

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- Assists in the management of the budget for the Admissions and Records Department both at the Campus and District levels; recommends improved methods and procedures to the Vice Chancellor for Educational Services and/or Student Services.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Graduation from an accredited college or university and four (4) years of responsible and professional admissions and records maintenance, student registration, administrative or record keeping experience, including one year of related supervisory experience; or an equivalent combination of qualifying training and experience which demonstrates the ability to perform the duties of the position.
2. Knowledge of, and proficiency in, the operation of personal computers utilizing word processing, spreadsheet and database management software programs (e.g., MS Office Suite, MS Word, Excel, Access and PowerPoint) and the Internet browser, websites and E-mail.
3. 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

- Commanding knowledge of the Internet, telephone and in-person systems of registration.
- Three (3) years of increasingly responsible administrative/supervisory experience in a college registration and admissions office.
- Knowledge of California State Education Code and various regulatory agencies, policies, rules and regulations concerning registration and admissions.
- Demonstrated capability and skills to establish and maintain cooperative relationships with agencies, institutions and individuals contacted in course of work.

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

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

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: N/A