CLASS TITLE: ADMISSIONS & RECORDS ASSISTANT I (Seasonal)

BASIC FUNCTION:

Under the direction and supervision of the Registrar and/or Assistant Registrar, perform a variety of work in the Admissions & Records Office.

DISTINGUISHING CHARACTERISTICS:

The Admissions & Records Assistant I classification is the entry level class in the Admissions & Records Assistant series. The Admissions & Records Assistant II classification is the experience-level class in the Admissions & Records Assistant series. Incumbents provide specialized clerical and technical assistance in one or more of the above-mentioned areas.

REPRESENTATIVE DUTIES:

Answer phones, act as receptionist, obtain and give out information to various parties concerning school or office functions, policies, and procedures. 

Accept and process applications for admission.

Assist in the preliminary determination of legal residence.

Process student registrations, program adjustments, adds/drops, withdrawals, and section changes.

Accept and process Special High School Admission students.

Accept and process various petitions including audit, late add, and credit/no credit.

Operate computer terminal to register students, update student records, and verify student information.

Perform miscellaneous typing and filing tasks.

Assist in registration for regular and special programs on and off campus.

Perform other duties as assigned.

Established July 1998
ADMISSIONS & RECORDS ASSISTANT I (SEASONAL) (continued)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures, and equipment
- Record-keeping techniques
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Oral and written communications skills
- Basic math
- Public relations techniques

ABILITY TO:

- Perform clerical duties of average difficulty
- Learn and interpret laws, rules, regulations, and policies regarding Admissions & Records
- Operate office equipment including a computer terminal
- Communicate effectively both orally and in writing
- Keyboard/type at an acceptable rate of speed
- Make simple arithmetic calculations
- Understand and follow oral and written directions
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and time lines
- Work accurately, effectively, and courteously under pressure

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of clerical experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

- College Admissions & Records Office environment and off campus sites
- Subject to frequent interaction with students, staff, faculty, and the public

PHYSICAL ABILITIES:

- Hearing and speaking to communicate with others
- Seeing to observe and assure accurate completion of documents
- Dexterity of hands and fingers to prepare documents and operate a computer keyboard
- Sitting and standing for extended periods of time
- Reaching to retrieve and file records