VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ADMISSIONS & RECORDS ASSISTANT II (Seasonal)

BASIC FUNCTION:

Under the direction and supervision of the Registrar and/or Assistant Registrar, perform specialized clerical and technical duties in the Admissions & Records Office which involve assignments such as admissions, registrations, and records maintenance.

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:

Provide technical assistance and information to students, staff, faculty, and the public regarding Admissions & Records in an effective and courteous manner. E

Schedule appointments as needed. E

Prepare and transmit correspondence for students including verifying student status and other information. E

Respond to requests for other educational institutions and agencies involving the verification of student status and records. E

Accept and process applications for admissions. E

Assist in the preliminary determination of legal residence. Refer exceptions to Registrar for assistance and resolution. E

Notify students of need for additional information. E

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

Accept and process Special High School Admission students. E

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

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

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

Generate class and census rosters, transcripts, grade reports, and other reports as assigned. *E*

Assist in the maintenance of appropriate files and records. *E*

Review records to assure accuracy. *E*

Perform miscellaneous typing and filing tasks.

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

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Rules, regulations, procedures, and policies of Admissions & Records
Modern office practices, procedures, and equipment
Record-keeping techniques
Correct English usage, grammar, spelling, punctuation, and vocabulary
Oral and written communication 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
Keyboard/type at an acceptable rate of speed
Make simple arithmetic calculations
Communicate effectively both orally and in writing
Work independently with little direction
Understand and follow oral and written directions
Establish and maintain cooperative and effective working relationships with others
Meet schedules and time lines
Plan and organize work
Work accurately, effectively, and courteously under pressure

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of clerical experience with increasing 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