VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MATRICULATION SPECIALIST I

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, organize and implement student services programs and activities to enhance the matriculation process involving assessment, orientation, early alert strategies, data collection and analysis, transfer/transition programming and other student services involved in the matriculation process.

DISTINGUISHING CHARACTERISTICS:

The Matriculation Specialist I classification is assigned a variety of programs and activities to enhance the matriculation process on-campus. The Matriculation Specialist II is a single incumbent classification who serves as a liaison between local senior and junior high schools in outreach and recruitment efforts and performs the full range of matriculation responsibility.

REPRESENTATIVE DUTIES:

Plan, organize and implement student services programs and activities to enhance the matriculation process involving assessment, orientation, early alert strategies, data collection and analysis, transfer/transition programming and other student services involved in the matriculation process.

Prepare and disseminate materials regarding campus matriculation; coordinate matriculation process across the campus and respond to inquiries regarding requirements, policies and procedures.

Assist in the development of comprehensive assessment program; administer assessment tests to new and continuing students; administer competency and ability to benefit tests; prepare and distribute test schedules.

Assist in the coordination of orientation activities; prepare follow up student orientation surveys.

Work with counselors and faculty in developing an early alert system to identify students who are having difficulty in their classes.

Identify and contact students who indicate "undecided" or "transfer" as their goal and provide information regarding career and transfer opportunities.

Collect data regarding retention rates, student success rates, transfer rates, and other data providing retention information; perform research studies and special projects as assigned.

Work cooperatively with Counselors in referring students for academic, vocational, occupational, and career planning and for personal assistance.

Revised December 1999
Established June 1998
Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Matriculation process
- Assessment tests and administration
- Problems and barriers facing students
- Computer applications
- Data collection and record-keeping techniques
- Marketing and promotion skills
- Interpersonal communication skills
- Organization and planning skills
- Special needs and the cultural barriers of students from under-represented and disadvantaged populations

**ABILITY TO:**

- Coordinate a comprehensive assessment program as part of the matriculation process.
- Organize, plan, direct, and implement comprehensive programs and services related to matriculation
- Communicate student services information to students, faculty, and counselors.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Work with a diverse, multi-cultural population.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to bachelor's degree in psychology, education, liberal arts, or other related field and two years student services or human services experience

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Student Services office environment
- Constant interruptions

**PHYSICAL ABILITIES:**

- Hearing and speaking to communicate with others
- Seeing to observe and assure accurate completion of documents
- Sitting and standing for extended periods of time