VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MATRICULATION SPECIALIST II

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; serve as a liaison between the College and local senior and junior high schools in outreach and recruitment efforts.

DISTINGUISHING CHARACTERISTICS:

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. The Matriculation Specialist I classification is assigned a variety of programs and activities to enhance the matriculation process on campus.

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.

Serve as a liaison between the College and local senior and junior high schools in outreach and recruitment efforts; drive a vehicle to school campuses.

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 test to new and continuing students; administer competency and ability to benefit tests; and 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.

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

Established June 1998
MATRICULATION SPECIALIST II (continued)

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

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Matriculation process
Outreach and recruitment efforts related to an assigned student services area
Assessment tests and administration
Problems and barriers facing students
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
Establish and maintain an effective outreach and recruitment program related to an assigned student services area
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 three years student services or human services experience

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license

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, and sitting and standing for extended periods of time