



**ADMISSIONS AND RECORDS COORDINATOR, SENIOR**

**SALARY GRADE:** [C1-55](#)

**DEFINITION:**

Under the direction of an assigned supervisor, plan, organize, and coordinate the day-to-day activities of the Admissions and Records office to assure state and federal policies and procedures are met; oversee the work of assigned personnel.

**DISTINGUISHING CHARACTERISTICS:**

The Admissions and Records Coordinator coordinates the day-to-day activities of the Admissions and Records office and responds to general registration questions other related issues. The Admissions and Records Coordinator, Senior performs a full range of duties in the Admissions and Records office to include oversight and assessment of registration, outgoing transcripts, residency, grades, census and other various activities. The position deals with more complex issues and reporting.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Coordinate clerical work of the Admissions and Records office; schedule and assign work; establish priorities and adjust assignments to assure timely completion; coordinate workflow and evaluate and improve processes.
2. Provide technical direction and information on issues pertaining to the interpretation of admissions and records guidelines and policies; research, interpret and clarify admissions and records policies as requested; ensure Title V, Education Code and attendance accounting.
1. Ensure data security and oversee FERPA training and compliance; coordinate requests for computer system access of student records; assign and enter screens, individual operator numbers and passwords for computer system access; review and maintain access list.
3. Provide information to faculty and other staff regarding procedures for recording and reporting attendance and grades; provide information and guidance to staff regarding interpretation and enforcement of guidelines, policies and legal requirements; assure state, federal, college and District policies are being adhered to and met.
4. Plan, develop and, coordinate the registration of students as assigned; assist with interviewing, hiring and assigning temporary registration personnel; organize procedures, materials, equipment and traffic flow for registration.
5. Coordinate, plan and oversee complex Student Information System (Banner) functions; communicate modifications to appropriate administrator and computer programmers as needed; troubleshoot, review, test and modify system problems as necessary.
6. Coordinate the preparation and distribution of a variety of reports and records to include developing Student Services Learning Outcomes (SSLO's) required for accreditation.
7. Oversee the proper collection and security of enrollment fees and other monies according to established procedures.
8. Serve as a resource to others for data, research, special projects, schedules and other information pertaining to the assigned area.
9. Communicate with administrators, personnel and Third Party vendors to coordinate activities and programs, resolve issues and conflicts and exchange information; serve as a liaison to oversee technical processes.

10. Operate a variety of office equipment as assigned.
11. Attend, participate in, and conduct a variety of meetings to receive and provide information.
12. Perform related duties as assigned.

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

1. Regulations, policies, Educational Code and other requirements related to admissions and registration.
2. College and state residency laws and procedures.
3. Eligibility requirements to include athletes and Veterans benefits, certifications and related issues.
4. State apportionment, attendance accounting, and related reporting requirements and regulations.
5. Specialized functions, activities and operations of an assigned student services area.
6. Student Information Systems, document imaging, e-transcript delivery and other ancillary functions serving students.
7. Interpersonal skills using tact, patience and courtesy.
8. Correct English usage, grammar, spelling, punctuation and vocabulary.
9. Principles of training and providing work direction.
10. Oral and written communication skills.
11. Record-keeping techniques.
12. Operation of office machines including computer equipment.

##### **Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Coordinate the day-to-day activities of a college admissions and records office.
3. Provide specialized assistance and information to students and others concerning student services areas.
4. Provide leadership in the absence of a supervisor and/or appropriate administrator.
5. Provide work direction and guidance to assigned personnel.
6. Interpret, apply, explain and assure compliance with applicable policies, rules and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopt an effective course of action.
9. Maintain records and prepare reports.
10. Establish and revise priorities of clerical work and office activities.
11. Establish and maintain cooperative and effective working relationships with others.
12. Meet schedules and timelines.
13. Work confidentially with discretion.

#### **Education and Experience**

Any combination equivalent to:

1. Associate's degree in business or related field.
2. Two (2) years experience working in an admissions office.

#### **WORKING CONDITIONS:**

##### **Environment:**

1. Office environment.
2. Constant interruptions.

##### **Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone as well as making presentations.

2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling objects up to 30 lbs.

**Hazards:**

1. Contact with dissatisfied or abusive individuals.

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