



Admissions and Records Officer

BASIC FUNCTION

Under the direction of an assigned supervisor, plan, organize, coordinate, and participate in the specialized and technical processing of admissions and records programs and services.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification perform specialized admissions and records duties to support the district's admissions and records department, prepare, organize, and maintain student records. This classification assists in gathering student data and institutional research and provides a leading role in admissions and records.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified.

1. Assist in the planning, organizing, and conducting the admissions and registration processes; coordinate and implement on-line registration procedures.
2. Perform complex, detailed, and responsible technical duties that require specialized and extensive knowledge of admissions and records guidelines and regulations.
3. Provide technical assistance and information to students, the public, and staff with questions regarding admissions and records processes and procedures.
4. Coordinate and work with special groups and programs to ensure priority registration is entered correctly and compliant with regulations. Coordinate and process late registration.
5. Provide outreach and marketing related to admissions and records; participate in meetings, conferences, and training as required.
6. Assist in organizing and coordinating the attendance accounting records including opening day rosters, and census rosters; assure the proper filing and maintenance of attendance records and reports.

7. Process Academic Renewal Petitions and work with counselors to ensure students meet the requirements for Academic Renewal.
8. Assist evaluator in the review, evaluation, and maintenance of academic records and transcripts; assist in determining if courses from other institutions meet requirements.
9. Coordinate, organize, and implement the Academic Standing process and notify students on their probation or dismissal status each term.
10. Assist and train staff and student workers as necessary.
11. Coordinate with the necessary departments to set up academic terms; update appropriate forms affecting student enrollment.
12. Provide specialized admission, registration, attendance, and enrollment information to faculty, staff, students, and administrators.
13. Assist in developing and producing enrollment reports for the Chancellor's Office and other reports as assigned.
14. Perform job-related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Federal and State rules and regulations applicable to admissions and registration.
- Student attendance accounting methods and procedures.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques, methods, and data entry.
- Electronic data processing methods, procedures, and equipment.
- Interpersonal skills using tact, patience, and courtesy.
- Use of admissions and records software.

Skills and Abilities To:

- Understand and interpret applicable sections of applicable laws and regulations.
- Communicate effectively both orally and in writing.
- Train and provide work direction to others.
- Prepare and maintain accurate statistical records.
- Operate standard office equipment.
- Work effectively and independently with minimal supervision.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.
- Establish and maintain effective working relationships with others.
- Meet demanding schedules and conflicting timelines.

Education and Experience:

Any combination equivalent to an associate's degree and three (3) years of student services or related field experience.

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS**Work Environment:**

Office

Physical Demands:

Work is performed primarily in a standard office environment with frequent interruptions and distractions; extended periods of time of viewing a computer monitor.

Requires sufficient physical ability to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate information.

Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Work in an environment of frequent interruptions and working with individuals from diverse backgrounds on a regular basis. Handle stress in meeting deadlines while under pressure.

Classification: Admissions and Records Officer / Range: 22 / FLSA Status: non-exempt

Date Last Revised: July 2018 / Date Approved: