PALO VERDE COMMUNITY COLLEGE DISTRICT

Admissions & Records Specialist

NATURE OF THE POSITION

Under the supervision of the Registrar, the A & R Specialist coordinates and performs specialized duties related to admissions, registration, residency determination, special student applications, and maintenance of student records requiring knowledge of state requirements affecting District funding. Assists and advises reservists, veterans, and their dependents regarding benefits, educational programs and referral and counseling services; performs complex technical responsibilities related to veterans program and benefits.

ACCOUNTABILITY OBJECTIVES

1. Process a variety of documents and information related to admissions and the maintenance of student permanent records.
2. Perform computer data entry and/or retrieval of all academic records including admissions application, enrollments, drop/adds, withdrawals, and other related personal student information. Data entry of final grades, mid-term grades, and positive attendance.
3. Verify residency status and make fee corrections when necessary; assists in resolving student and faculty complaints regarding program errors and makes program changes as appropriate.
4. Prepare and transmit correspondence for students, verifying student status and other information; respond to requests from other educational institutions and agencies involving the verification of student status and student records.
5. Make residency determinations based on State and local board policy residency requirements.
6. Process/verify all high school student registration and certify credit for Advance Placement test scores.
7. Process student refunds and determine refunds from cancelled course lists.
8. Assist with the completion of surveys requiring admissions & records data.
9. Assist with classifying, purging, and archiving student records, ensuring compliance with Federal and State records retention policies.
10. Assist with the development of the document imaging process for the admissions and records department which includes document preparation, scanning, and indexing.
11. Process and distribute various types of class rosters to instructors including permanent rosters, no-show rosters, mid-term deficiency rosters, attendance rosters, and final grade rosters.
12. Track various types of incomplete contracts, independent studies, credit by exam, and various petitions related to student records.
13. Provide reports and information regarding registration, admissions and maintenance of student permanent records to students, faculty, and administration.

14. Enter MIS and attendance for the submission of the 320 Apportionment and MIS reports to the State.
15. Assist Registrar with progress/probation/dismissal files.
16. Assist with graduation and diplomas/certificate processing.
17. Assist with processing transcript requests, verifies accuracy of student records, verify degrees and attendance. Including sending and receiving transcripts over the internet using EDI/SPEEDE standards.
18. Coordinate with the Occupational Education Department in the processing of contract education registration packages.
19. Coordinate with the Distance Education Office and other off-campus sites with the processing of Distance Ed enrollments and non-credit enrollments.
20. Provide specialized assistance to new and continuing veteran (and/or dependents of veterans) students; discuss educational planning and provide related materials; refer students to counselors and advisors as appropriate.
21. Maintain permanent records for all VA benefit recipients and perform online certification utilizing VA-ONCE. Perform mid-term enrollment verifications and end of the term progress evaluations to determine continued eligibility.
22. Working with the web service/network specialist, design and update informational webpage for VA benefit recipient students with step by step application and academic information online applications and links for other services.
23. Attends meetings, conferences and trainings as appropriate to keep up to date with state reporting requirements, Veterans compliance standards and remain current with computer information system.
24. Perform general typing, filing, and respond to all general inquiries.
25. Perform other duties as required by the Registrar.

POSITION QUALIFICATIONS

1. Typing skills @ 40 wpm.
2. Associates Degree and two years technical experience in Admissions and Records.
3. Ability to communicate effectively orally and in writing.
4. Ability to perform duties requiring attention to detail.
5. Ability to work under time constraints.
6. Experience in using computers in terms of data entry, retrieval, and report preparation or a post secondary certificate in office automation.
7. Ability to pass the clerical skills test.
8. Physical ability to work effectively in an environment which is typical of this position.

PERFERRED QUALIFICATIONS

1. Associates Degree with business emphasis.
2. Prior experience in an institution of higher education preferably in Admissions and Records or Student Services.

LENGTH OF CONTRACT

12 Month position – 8 hours per day - 40 hours per week (evening and weekend duties may be assigned).

CLASSIFICATION

Class 13 of the classified schedule

BENEFITS

Bargaining unit position, regular fringe benefits package per CSEA contract will be accorded this position.