PALO VERDE COMMUNITY COLLEGE DISTRICT

Admissions & Records Technician III

NATURE OF THE POSITION

Under the supervision of the Director of Admissions and Records, the A & R Technician III coordinates and performs specialized technical duties related to admissions, registration, residency determination, special student applications, and maintenance of student records requiring knowledge of state requirements affecting District funding.

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. Assist with the completion of surveys requiring admissions & records data.
8. Assist with classifying, purging, and archiving student records, ensuring compliance with Federal and State records retention policies.
9. Assist with the development of the document imaging process for the admissions and records department which includes document preparation, scanning, and indexing.
10. 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.
11. Track various types of incomplete contracts, independent studies, credit by exam, and various petitions related to student records.
12. Provide reports and information regarding registration, admissions and maintenance of student permanent records to students, faculty, and administration.
13. Enter MIS and attendance for the submission of the 320 Apportionment and MIS reports to the State.
14. Assist Director with progress/probation/dismissal files.
15. Process and review student academic records for Associate's degrees, certificates, CSU General Education (GE) breadth requirement certification, and

intersegmental General Education Transfer Curriculum (IGETC) certification in preparation for certification by Director of Admissions & Records.

16. 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.
17. Processes degrees/certificates using Diploma's on Demand program, and orders supplies for graduation.
18. Attends meetings, conferences and trainings as appropriate to keep up to date with state reporting requirements, and remain current with computer information system.
19. Perform general typing, filing, and respond to all general inquiries.
20. Perform other duties as required by the Director of Admissions & Records.

POSITION QUALIFICATIONS

1. Typing skills @ 40 wpm.
2. Associates Degree and two years of experience in Student Services.
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/computer 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 10 of the classified schedule

BENEFITS

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