

**Job Description/Title:** ADMISSIONS AND RECORDS SPECIALIST  
**Approved, Bargaining Unit President:** 3/14/08  
**Approved, MPC Associate Dean, Human Resources:** 2/28/2008  
**Board Approved:** 6/24/08

## MONTEREY PENINSULA COLLEGE

### ADMISSIONS AND RECORDS SPECIALIST

#### **JOB SUMMARY**

Under direct supervision, plan, coordinate and participate in a variety of responsible, technical and clerical duties related to the Admissions and Records Office. Receive limited supervision within a broad framework of standard policies and procedures. Exercise good judgment and tact; provide information on college policies, procedures, standards and requirements where applicable; establish and maintain good public relations with staff, students and the community at large.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Process outgoing student transcripts.

Review and certify transcripts and permanent record cards for accuracy, grade changes, repeats and credits; interpret admissions and records policies, such as course repetition, incompletes, applications, residency and registration, and apply them in a variety of procedural situations.

Perform a wide variety of clerical, administrative support and technical activities for the Admissions and Records Office.

Act as a resource for information to students and the public relative to all college Admissions and Records policies, requirements and procedures.

Provide information and assistance in person and over the phone to students, staff and the public related to college functions, procedures and policies.

Determine admissions and residency status for students.

Assist students and the public in understanding and applying information contained in the college catalog, Schedule of Classes, and other publications and/or news releases.

Interpret, advise and/or assist students concerning graduation and Certificate of Achievement requirements, course evaluations and equivalencies, Add/Drop forms, withdrawals, refunds, K-12 Concurrent Enrollment Forms, grade changes, incomplete grade forms, challenge courses procedures, veteran attendance statements, and student data changes.

Distribute, receive, and crosscheck Class Rosters, final grades, and positive attendance forms.

Register students; troubleshoot on-line registration with students; register contract and off-campus students as batch registration.

Check and review a variety of data for completion and conformity with established rules and regulations.

Account for all monies received for fees, non-resident tuition and transcript requests.

Design and use databases and spreadsheets.

Distribute, receive, review and process census and drop lists from faculty.

Maintain files and records requiring the use of discretion; prepare records for microfilming and imaging; check and file microfilm records.

Prepare reports and summaries, gathering source data as necessary.

### **Other Duties**

Perform other duties related to the business of the department as assigned.

Participate on committees as required.

Train and monitor the work of part-time and student employees, where appropriate.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of education, experience and training which would indicate possession of the required knowledge, skills and abilities listed herein. For example, completion of approximately one year of college level course work in office administration, personnel administration, or a related field, and two years of responsible office experience; ability to communicate in languages other than English desirable.

### **Knowledge**

Knowledge of: general functions, policies, rules and regulations of a community college; current office methods and practices; public and human relations skills; letter and report writing; word processing and spreadsheet programs; mathematical computations; public and human relations skills.

### **Abilities**

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; learn and successfully apply Family Education Rights & Privacy Act (FERPA) rules and regulations (confidential data); apply office policies, procedures, rules and regulations; use good judgment; analyze situations carefully and correctly and adopt an effective course of action sometimes without immediate supervision; use diplomacy, tact, friendliness, poise and discretion; understand and apply information in the College Catalog and Schedule of Classes; communicate effectively in both oral and written form; use appropriate and correct English spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; use word processing accurately and proficiently word processing, spreadsheet/database programs as required to fulfill the requirements of the job; learn and successfully use new software programs as needed to fulfill the requirements of the job; use efficiently various kinds of office equipment; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

## **PHYSICAL EFFORT / WORK ENVIRONMENT**

Sitting/operating computer keyboard to enter data into a computer terminal for extended periods of time as necessary. Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.