

Job Description/Title: ATTENDANCE ACCOUNTING 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

ATTENDANCE ACCOUNTING SPECIALIST

JOB SUMMARY

Under general supervision, perform a variety of complex clerical duties related to course attendance data. Receive supervision within a broad framework of standard policies and procedures. Compile and prepare data for required reports; assist in the admission and registration of designated students.

EXAMPLES OF FUNCTIONS

Essential Functions

Audit data in the institutional computer for accuracy and conformity to Monterey Peninsula College and community college policies and procedures as they relate to accounting. Interact with district personnel on matters related to maintenance and accuracy of class schedules including attendance data.

Distribute and collect positive attendance sheets and input positive (actual) attendance data.

Act as liaison with Office of Academic Affairs in matters related to schedule master data and attendance accounting.

Update the institutional computer to include proper codes necessary to satisfy state requirements; include FTES tracking.

Assist in developing requirements for data processing program to ensure the accuracy of attendance accounting data; assist in compiling data from the institutional database in the preparation of reports relating to attendance accounting.

Assist in the preparation of FTES records, including class schedules, attendance sheets, verification lists, FTES reports and state reports.

Track FTES by division and prepare reports as required

Assist in the development of procedures to manage exceptions to standard FTES collection.

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.

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

Respond to questions interpret attendance accounting and application of District policies.

Act as 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.

Assist in the admission and registration for designated programs; assist in the scheduling of designated programs.

Work with the appropriate administrators to facilitate data entry of course information, enrollments and positive attendance.

Prepare, maintain and distribute weekly statistical report.

Other Functions

Prepare, coordinate and schedule classes, prepare changes and cancellations and assign classrooms for the Supportive Services Department.

Serve on college committees as assigned.

Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education and/or experience that would indicate possession of the knowledge and abilities herein. For example, completion of approximately one year of college level courses in data processing, administration, personnel relations, records management, bookkeeping, accounting, or related field, and two years of increasingly responsible office experience in the above or related fields.

Knowledge

Knowledge of: methods of collecting and organizing data and information; community college functions, policies, rules and regulations; principles and practices of data processing; records management techniques; attendance accounting standards and procedures; word processing, spreadsheet and/or database programs.

Abilities

Ability to: coordinate, plan and organize work; prioritize tasks and do several tasks simultaneously; understand and independently carry out oral and written instructions; make independent decisions within scope of responsibility and authority; learn and successfully apply Family Education Rights and Privacy Act (FERPA) rules; use good judgment; understand and apply information in the College Catalog and Schedule of Classes; analyze situations carefully and correctly and adopt an effective course of action, sometimes without immediate supervision; use diplomacy, tact, friendliness, poise and discretion; compile and maintain accurate, confidential, complete academic records; gather, compile and assemble source data; operate a variety of office equipment, 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, spreadsheet, and/or database software programs as needed; learn and successfully use new word processing, spreadsheet, and/or database software programs as needed to fulfill requirements of the job; 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 and 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.