



Admissions and Records Coordinator

Classified Range: 42

Board Approved: 11/18/21 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Coordinates and directs the daily activities of all admissions, registration, and records functions; participates in ensuring program compliance with pertinent federal, state, local, and District priorities, objectives, guidelines, and regulations.

DISTINGUISHING CHARACTERISTICS

The Admissions and Records Coordinator is distinguished from the Admissions and Records Specialist in that they assume responsibility for lead duties such as planning and program review development. Incumbents within this classification may also assist with the work of lower level admissions and records support staff.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers. Coordinates, oversees, and provides support for the assignments of assigned staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Plans, oversees, and participates in the student admissions and registration processes in accordance with regulations and policies.
2. Assists in the design and operation of automated admissions, registration, and records systems; evaluates installed systems and makes recommendations.
3. Provides information and assists students throughout the admissions and registration processes; oversees the maintenance of the records systems; provides enrollment verifications as needed.
4. Prepares and distributes correspondence, admissions and records forms, requests for information and other documents; ensures required information and verifications are organized and maintained according to established Admissions and Records policies and procedures.
5. Verifies student enrollments as required for state and/or district reports, scholarships, financial aid, and benefit of insurance programs in accordance with regulations and established policy; provides transcript service to current and former students.
6. Ensures that the confidentiality of student records and information is maintained; ensures the security of permanent student and instructor class records.
7. May assist in certifying students for degrees, honors, certificates, and other awards or eligibility; may assist in the evaluation of general breadth and/or graduation requirements.
8. Compiles information and data for the preparation of a variety of reports and correspondence as requested by higher-level administrative staff; participates in the development and administration of program goals, objectives, and procedures.



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9. Calculates tuition and other fees according to established guidelines; receives payments and posts to computer system; maintains related records.
10. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of college admissions and records operations.
11. Maintains current knowledge of laws, policies and procedures related to admissions and records; participates in the development and implementation of program goals, objectives, policies, procedures, and priorities; develops strategies for the achievement of these goals.
12. Performs other duties related to the primary job duties.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems



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- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**



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Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

An Associate's degree in business administration, office management, or a related field.

Experience:

Five (5) years of increasingly responsible work experience in an admissions, registration, or records area.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with extensive public contact.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

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