



## Admissions and Records Specialist

Classified Range: 38

Board Approved: 11/18/21 P. 1|5

*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**

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Performs duties of a specialized nature within Admissions and Records; performs the full scope of tasks involved in the conduct of student admission and registration activities, and in the preparation and maintenance of student records

### **DISTINGUISHING CHARACTERISTICS**

The Admissions and Records Specialist is distinguished from the Admissions and Records Technician in that the Admissions and Records Specialist assumes the responsibility for the more complex duties such as Student-Athlete certification and registration. 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.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Assists students in the completion of various forms and documents providing information regarding admissions and registration procedures, and courses offered; may advise students of admission and graduation requirements; may provide information in regard to social security, unemployment, and welfare benefits.
2. Provides general and specific information regarding a wide variety of admissions and records policies and procedures to students, staff, faculty and the public in writing, over the telephone or at the counter; distributes forms, petitions, transcript requests and other forms as required.
3. Coordinates and/or participates in all student admission and registration activities; determines residency status according to established guidelines; assembles material and equipment utilized at the registration station.
4. Calculates tuition and other fees according to established guidelines; receives payments; reconciles cash and maintains related records.
5. Types lists, cards, addresses, labels, and standard forms; prepares or types correspondence or reports; proofreads and/or corrects material for completeness and accuracy.
6. Receives, examines, and processes transcript requests from students, outside colleges and other agencies; provides updated change in status on transcripts as appropriate; calculates fees and receives monies for payment of transcripts.
7. Processes student and instructor-initiated requests for grade changes, audits, credit/no credit requests, incompletes, and prerequisite clearances.



## Admissions and Records Specialist

Classified Range: 38

Board Approved: 11/18/21 P. 2|5

8. Initiates and maintains student records; collects and verifies student statistical data for the preparation of state reports and statistical reports.
9. Assists in the design and operation of automated admissions, records and registration systems.
10. Assists in organizing attendance accounting records including opening day rosters, census rosters, final grade rosters and academic probation and dismissal lists; distributes information and instructions for their completion and return; assures proper filing and maintenance of attendance records and reports.
11. Researches and locates previous student archives; provides accurate records of transcripts with applicable certifications and related documentation.
12. Assists student-athletes in the completion of related forms; ensures adherence with applicable deadlines.
13. Reviews student files for previous athletic participation, transfer information, and student-athlete information; verifies student-athlete eligibility for California residency for enrollment purposes as needed based on information provided on student-athlete forms.
14. Prepares, maintains and verifies a variety of files and records related to student-athlete eligibility; prepares and submits a variety of required documentation to internal and external auditors for verification of compliance with all athletic eligibility rules and regulations.
15. Maintains current knowledge of laws, policies and procedures related to assigned area; develops procedures and implement changes as needed.
16. May attend events on or off campus as assigned to assist students with application and registration activities.
17. 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



## Admissions and Records Specialist

Classified Range: 38

Board Approved: 11/18/21 P. 3|5

- 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
- 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



## Admissions and Records Specialist

Classified Range: 38

Board Approved: 11/18/21 P. 4|5

### 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\*\*

### 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:

Equivalent to the completion of high school.

#### Experience:

Three (3) years of experience in Admissions and Records performing duties comparable to an Admissions and Records Technician with San Bernardino Community College District and that demonstrates a basic knowledge and understanding of the assigned area.



## Admissions and Records Specialist

Classified Range: 38

Board Approved: 11/18/21 P. 5|5

### **Licenses and Certificates:**

Ability to pass the appropriate annual California Community College Athletic Association (CCCAA) Compliance exam.

Possession of a valid driver's license.

### **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.