|  |
| --- |
|  FEATHER RIVER COMMUNITY COLLEGE DISTRICT 570 Golden Eagle Ave., Quincy CA 95971 (530) 283-0202, ext. 257www.frc.edu |

**ADMISSIONS & RECORDS SPECIALIST**

**DEFINITION:**

Under the direction of the Director of Admissions & Records/Registrar, provide lead responsibility for assigned daily operations of the Admissions & Records Office; update and maintain student information system elements in Banner, including Student module processes, Self Service, validation tables, reports, student and faculty web portals, forms, and related components; develop training manuals for web portals and supervise training sessions for faculty, staff, and students; manage student academic history data including evaluation of official transcripts, posting transfer credits; process grade changes, assessment of academic standing, and posting of degrees; oversee International Student and Student Athlete Eligibility compliance; interpret and apply laws and regulations that govern the Admissions & Records Office; perform duties of the Student Accounts and Admissions & Records Technicians, and related duties as assigned.

**CLASSIFICATION:**

* FLSA Non-Exempt
* Classified – CSEA
* Date Modified: May 2018

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

* Interprets and communicates complex policies, procedures, and information associated with Federal, State, College, and Family Educational Rights and Privacy Act (FERPA) applicable to admissions, registration, residency requirements, student accounts, and student records
* Assist with the oversight of the Student Information System (Banner); sets up and maintains validation tables, forms, beginning and ending term process, and reports for the Student Module
* Develops SIS training materials and manuals and supervises training sessions for faculty, staff, and students
* Identifies and corrects duplicate identifications in the Banner database
* Oversees all activities related to special enrollments and Instructional Service Agreements
* Serves as the campus-wide help desk for the Student Module
* Facilitates with the Registrar the verification of student athlete eligibility; organizes eligibility orientations; evaluate student eligibility forms for compliance; oversees the assignment of athletic coding in banner, weekly eligibility reports and processing Student Athlete Tracer Reports; inputs and submits electronic Team Eligibility Reports to the CCCAA
* Oversees the distribution and review of instructor’s class rosters; manages the processing of instructor’s drops, census rosters, final grade and positive attendance rosters
* Maintains student academic history data including grade changes, incompletes, academic renewals, academic dismissal, transfer credits, and academic honors
* Assist and participates in the certification of candidates for degrees and certificates
* Processes international student’s applications, enters information into the SEVIS database, issues I-20’s, monitors compliance for international student’s continued eligibility, beginning of each term verifies and processes registered students within the SEVIS database, and issues transfer requests
* Performs all the duties of the Admissions & Records Technicians, including processing registration forms, adds/drops, overrides, attendance, dual enrollments, identification cards, explaining and applying admissions and registration procedures and regulations; collects fees and applies payments to student accounts; distributes parking permits; applies holds; closes and balances cashier sessions
* Assist the Student Accounts Technician with daily reports, balancing monies, running the daily Feed to Finance and Aging Report, serves as backup for processing refunds, and performs all duties in their absence
* Provides lead responsibility for the Admissions & Records front lines, supervises and provides work direction to the department in the absence of the Director/Registrar
* Supervise student employees
* Represents Admissions and Records at off-campus events; may travel in and out of district

**MINIMUM QUALIFICATIONS:**

Knowledge of:

* Policies and procedures governing community college admissions, registration and records
* Complex computer operations and data entry techniques, including relational databases, PC’s, Microsoft Office Suite, E-mail, Internet
* Modern office practices and procedures including establishing and maintaining records management filing systems
* Recordkeeping systems and methods
* Basic business arithmetic
* Fluent in English composition, grammar, spelling, and punctuation
* Advanced interpersonal and customer service practices, including conflict resolution

Skill in:

* Interpreting and applying complex procedures related to admissions and records
* Modifying and validating Banner Student Module and Self Service (MyFRC)
* Developing and conducting end-user training on computer applications
* Explaining computer system usage in a help-desk capacity
* Accurately coding and entering a variety of data
* Typing from clear copy at 40 words per minute
* Establishing and maintaining filing systems
* Establishing and maintaining effective working relationships
* Understanding and explaining policies, procedures and forms related to registration and class enrollment
* Operating standard office machines and equipment
* Exercising sound independent judgment within procedural and district guidelines
* Prioritizing workload, meeting deadlines, and working effectively in an environment with multiple demands and frequent interruptions

**MINIMUM QUALIFICATIONS:** A combination of education and experience equivalent to:

* Completion of Associate of Arts degree in Business or related field, or equivalent of three years of experience in a College or University Admissions and Records Office
* Knowledge of federal and state regulations that govern community colleges

**DESIRABLE QUALIFICATIONS:** A combination of education and experience equivalent to:

* Demonstrated sensitivity to and understanding of the diverse academic and socio-economic, cultural, disability, and ethnic backgrounds of community college students and staff
* Coursework in computer science is preferred
* California driver’s license

**PHYSICAL CHARACTERISTICS**: The physical abilities involved in the performance of essential duties with or without reasonable accommodations are:

* Manual dexterity to operate keyboards and manipulate papers
* Speech and hearing to communicate effectively with individuals
* Vision to read text, forms and computer screens
* Bending and reaching to stock forms
* Lifting up to 15 pounds to stock forms

This work is performed primarily in an office setting.