

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Admissions & Records Coordinator	Range:	40
Date Revised:		Date Approved:	April 8, 2003

### PRIMARY PURPOSE

This position is responsible for overseeing and coordinating the daily operations and activities of the Campus Admissions and Records Office. This involves leading and performing duties such as assisting faculty and staff at the counter and interpreting and clarify admissions, records and registration policies and procedures.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Coordinates the day-to-day activities in an area of the Admissions and Records office to assure efficiency of operations.
2.	Develops and coordinates daily schedules to meet the demands and needs of the Admissions and Records Office clientele. Oversees the selection, training and monitoring of hourly personnel.
3.	Provides information and assistance on the telephone or in person to students, staff and the public regarding admissions, registrations, records, enrollment, fees and other areas of student services.
4.	Troubleshoots complex problems with students and handles most issues and problems related to making changes/corrections in the Admissions and Records automated system.
5.	Participates in and oversees duties at the front counter which includes providing assistance, guidance and information to students, staff, counselors, faculty, administration, and the public.
6.	Schedules and verifies the accuracy of records and files including student transcripts and makes grade changes and cumulative GPA corrections when necessary.
7.	Works closely with the registrar assisting with the registration process and communicates with other District departments regarding enrollment, grades, evaluations and other related issues.
8.	Coordinates the evaluation of graduation, certification, certificates and State Board evaluations to ensure they are valid and accurate; researches and resolves issue as required.
9.	May oversee the processing of applicable fees by staff (transcript fees, application fees); balances cash intake for the office on a daily basis.
10.	Reviews and researches for extenuating circumstances and determines appropriate course of actions.
11.	Trains and provides work direction and guidance to others as directed.
12.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
13.	Performs related duties as assigned.

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**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The Admissions and Records Coordinator maintains frequent contact with co-workers in the Admissions and Records Office, various departments, outside agencies, students, faculty and the public.

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**EDUCATION AND EXPERIENCE**

High school diploma or GED  
Minimum three (3) years increasingly responsible administrative/supervisory experience, preferably in a college or university admissions and records office

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives  
Knowledge of applicable sections of State Education Code and other applicable laws  
Knowledge of organization, policies, and rules of assigned department or program  
Knowledge of modern office practices, procedures and equipment  
Knowledge of record-keeping techniques  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Knowledge of various computer software applications  
Ability to interpret, apply and explain rules, regulations, policies and procedures  
Ability to make arithmetic calculations quickly and accurately  
Ability to operate a variety of office equipment such as calculator, computer, copier, etc.  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to work independently with little direction  
Ability to complete work efficiently with many interruptions  
Ability to work confidentially with discretion  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, orally and in writing  
Ability to understand scope of authority in making independent decisions  
Ability to review situations accurately and determine appropriate action according to established guidelines  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

College or District office environment; subject to constant interruptions and frequent interaction with others; subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.

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