

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	NOCE Student Records Coordinator	Range:	40
Date Revised:	December 11, 2007	Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for coordinating the timely processing and maintenance of student records to ensure accurate recordkeeping and reporting for the North Orange Continuing Education.

ESSENTIAL FUNCTIONS

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

1.	Coordinates, organizes and directs collection, verification, and processing of attendance data from instructors to ensure accurate and timely enrollment reporting; identifies and resolves problems related to enrollment and attendance data collection; updates the attendance information database.
2.	Assists in the planning and implementing of procedures related to student records management that assures integrity of the database; assists in establishing the schedule and deadlines for registration and enrollment; performs database registration set-up; receives and verifies registration data.
3.	Coordinates the evaluation of graduation diplomas and certificates; schedules and verifies the accuracy and storage of records and files including student transcripts; posts grades and makes grade changes; communicates with other District departments regarding enrollment, grades, evaluations and related issues.
4.	Performs clerical duties; types letters, memos, and correspondence to faculty regarding records or attendance matters.
5.	Maintains and prepares a variety of complex statistical records and reports related to records and admissions operations and activities; performs statistical analyses as assigned; audits M.I.S. reports.
6.	Trains and provides work direction and guidance to others.
7.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner.
8.	Performs related duties as assigned.

OTHER FUNCTIONS

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WORKING RELATIONSHIPS

The NOCE Student Records Coordinator maintains frequent contact with various departments, outside agencies, students, faculty and staff.

EDUCATION AND EXPERIENCE

High school diploma or equivalent;

Minimum three (3) years increasingly responsible administrative experience, preferably in a college or university student records and or accounting 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 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 learn, interpret, apply and explain rules, regulations, policies and procedures
 - Ability to operate a variety of office machines including typewriter, computer terminal, calculator, and copy machines
 - Ability to analyze situations accurately and adopt an effective course of action
 - Ability to complete work efficiently with many interruptions
 - Ability to work confidentially with discretion
 - Ability to plan, organize and prioritize work
 - Ability to meet schedules and time lines
 - Ability to communicate effectively, both orally and in writing
 - Ability to train and provide work direction to others
 - Ability to establish and maintain effective working relationships with others
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SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

College or District student records or accounting 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.
