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| <b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT<br/>JOB DESCRIPTION</b> |
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|---------------|----------------------------------|----------------|---------------|
| 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.*

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| 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. | Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.         |
| 9. | 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.

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## **EDUCATION AND EXPERIENCE**

### Minimum Qualifications

High school diploma or GED;

Minimum three (3) years increasingly responsible administrative experience, preferably in a college or university student records and or accounting office.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

### Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

## **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

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## **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.

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