

PALOMAR COMMUNITY COLLEGE DISTRICT

ADMISSIONS ASSISTANT

*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.*

DEFINITION

To perform a variety of tasks involved in all phases of the admissions and records process; to respond to and resolve complex registration problems and inquiries; to assist students, faculty, staff and the general public in the interpretation of admissions policies and procedures; and to perform a variety of duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervisor Admissions.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Perform a variety of tasks involved in all phases of the admissions and records process including registration and data processing.
2. Respond to and resolve difficult and sensitive complaints and inquiries at the admissions counter; interpret and explain District admissions and records policies and procedures; answer a multi-line phone and provide general information about the college.
3. Receive and process admissions forms including initial registration, adds/drops, audits, credit/no credit, course repetitions, military tuition, fee deferments, state and VA rehabilitation, address changes and data changes; input information into computer.
4. Perform routine cashiering functions; collect and account for money received for enrollment and other related fees.
5. Schedule assessment and orientation appointments for matriculation procedures; assign registration appointments for phone-in and walk-in registration.
6. Alphabetize and file all admissions forms including registration forms forwarded from education centers and instructors.
7. Examine and determine the residency status of prospective students; evaluate documents in support of residency claims.

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8. Receive transcript requests; check for accuracy; verify prior number of transcripts received; route requests to records staff.
9. Certify enrollment for students obtaining financial aid, insurance, employment and deferment of loan payments.

Marginal Functions:

1. Perform a variety of clerical functions as required.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Admissions and records operations, evaluations, residency and general education requirements.
Data processing terminology as it relates to student records and registration.
A variety of college information, policies and procedures.
Methods and techniques of customer service.
Principles of cash handling.
Modern office procedures, methods and equipment including computers.
Principles and procedures of record keeping.
English usage, spelling, grammar and punctuation.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Interpret District policies and procedures pertaining to admissions and records.
Respond to requests and inquiries from students, faculty, staff and the general public.
Interpret and explain admissions policies and procedures.
Examine and determine the residency status of prospective students.
Perform routine cashing functions.
Operate office equipment including computers and supporting word processing applications.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

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Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience relating to admissions and records functions.

Training:

Equivalent to the completion of the twelfth grade supplemented by secretarial or clerical training.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; extensive contact with students and faculty.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard; near visual acuity to read computer screens, files and records.