

PALOMAR COMMUNITY COLLEGE DISTRICT

ADMISSIONS AND ENROLLMENT COORDINATOR

*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

Under the general direction of the Supervisor, Admissions and Enrollment, coordinate the work of the Admissions personnel: assist with and perform the more difficult and technical Admissions office activities; and perform related work as required. Act as lead Admissions assistant after 4:30.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervisor Admissions and Enrollment.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Coordinate the proper assignment of Third Party Fees, posting of student payments and performance of Cashiering Functions, including, but not limited to closing and reconciliation of Cashier's Office(s), Processing Department Financial Reports, and preparation of bank deposits.
2. Serve as a Technical Resource for more difficult questions concerning Student Financial, research problems submitted from Cashier's Office and/or other departments concerning student fees.
3. Provide technical advice for admission policies and procedures for admissions personnel, faculty, and staff.
4. Research and coordinate the resolution of student fee, student biographical and demographic data, and student enrollment and registration discrepancies.
5. Provide technical advice for more difficult questions concerning residency, process residency appeals and coordinate updating the residency manual using current state and local information and tracking of special students.
6. Coordinate the posting of student payments on an individual basis.
7. Process refund requests, petitions for refunds and the enrollment fee student account adjustments under direction from the Director of Enrollment Services.

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8. Directs the processing of off line registration packets; assign tasks and assists with training classified and temporary Admissions staff on new procedures and policies; serve as Lead in the evening and assist the Supervisor in yearly staff evaluations.

QUALIFICATIONS:

Knowledge of:

Techniques of training; registration and admissions rules, policies and procedures.
Legal requirements relating to student registration and fees.
Office procedures and equipment management, filing systems and telephone techniques.
Use modern office computer applications.

Ability to:

Train and direct the work of others.
Interpret and apply state and local rules, regulations and policies governing registration and admissions work, and student financials.
Analyze situations accurately and adopt an effective course of actions.
Communicate effectively, both verbal and written to students, staff, faculty and community.

Experience and Education/Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. In most cases the background required would be:

Experience:

Three years of increasingly responsible admission experience in education or other appropriate industries.

Training:

College level coursework in accounting and business administration, and computer related courses.

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.