

## **ADMISSIONS AND RECORDS SPECIALIST- LEAD**

### **DEFINITION**

Under general supervision, leads and performs specialized technical duties related to the evaluation and processing of student admission, registration and/or record information; directs, monitors and/or performs the most complex research and verification of data, as well as evaluation of records for purposes of approving admission, certifying course credit, and determining if graduation requirements have been met; monitors, evaluates and updates student grade records; investigates and resolves complex technical problems and issues; serves as a lead worker over subordinate employees; and performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the lead level class in the Admissions and Records Support Series within the Yosemite Community College District (YCCD). Positions in this class serve as lead workers for an assigned shift and/or area and also have specialized program or project responsibilities that require advanced technical knowledge of the assigned subject area in order to make decisions and complete assignments. Positions in this class are responsible for performing the most specialized and complex technical duties within the work unit, including those related to evaluation of records, determination of course credit and equivalencies, and certification of completion of graduation requirements and transfer patterns required by other universities. Incumbents serve as technical specialists within the work unit and serve as lead workers over subordinate staff on a regular basis.

This class may be distinguished from the lower-level class of Admissions and Records Specialist because incumbents in that class perform advanced technical duties related to the processing, review and verification of admissions and records information but do not serve as full-scope lead workers.

### **SUPERVISION RECEIVED AND EXERCISED**

Incumbents in this class work under the direction of a Dean or senior manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to a supervisor.

An incumbent in this class does not directly supervise other full-time employees, but serves as a lead worker by assigning, directing and/or monitoring the work of subordinate full-time employees on a regular basis.

### **EXAMPLES OF DUTIES** (*Illustrative Only*)

- Serve as lead worker in planning, directing and participate in monitoring the daily operations and workflow of the department; ensure timely processing of documents; schedule staff to maximize operational efficiency.
- Verify the work of staff for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Confer with various on-campus departments and personnel to exchange information and resolve issues and concerns.
- Provide initial mediation of disputes or complaints regarding Enrollment Services.
- Compiles and maintains reports on various registration, admission, and record related topics.
- Performs a variety of technical and complex duties involving student academic standings maintenance and research.
- Coordinates, verifies and maintains various records of items such as athletic eligibility; and other program eligibility.
- Provide technical assistance to other staff regarding admission, records, and evaluation matters; Investigates and resolves complex technical problems and issues encountered by subordinate staff; respond to complex inquiries and explain school policies as well as federal and state mandates.
- Determines lower division general education transfer requirements, including IGETC and CSU general education certification.
- Builds and maintains degree audit transfer equivalencies in the administrative computer system. Ensures functionality of degree audit system.
- Perform technical duties in the development, maintenance and analysis of degree audit reporting; encode and maintain computer programs, tables, reports and functions; provide technical support to system users.
- Researches, verifies, analyzes and assesses student transcripts and academic histories; identifies and translates grading systems; verifies completion of required courses and units and determines course credits to be given based on educational, military and other backgrounds; investigates/evaluates certificates and non-traditional degrees.
- Researches catalog and course information to/from other colleges and universities using on-line and other sources; evaluates catalog information to establish whether course-to-course equivalencies and prerequisites have been met.
- Awards Advanced Placement units and other credits based on student scores and District policy.
- Develops spreadsheets and other tools to update and maintain graduation reports; performs technical analyses of graduation statistics.
- Evaluates student academic records to determine eligibility for YCCD associate degrees and certificates; evaluates student records to certify completion of education requirements for transfer to other university systems.
- Attends curriculum and other meetings; participates on committees and task forces as assigned.
- Performs other related duties as assigned.

## TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.

## MINIMUM QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

### Knowledge of:

- Principles and practices of lead supervision and training.
- Advanced operations, services and activities of a college admissions and records program.
- College evaluations, residency and general education requirements.
- Data processing terminology as it relates to student records, registration and grades.
- Modern office procedures, methods and equipment including computers.
- A variety of college information, policies and procedures.
- Methods and techniques of customer service.
- Principles and procedures of record keeping.
- English usage, spelling, grammar and punctuation.

### Ability to:

- Lead, organize and review the work of staff.
- Independently perform the most difficult admissions and records processing functions.
- Interpret District policies and procedures pertaining to admissions and records.
- Evaluate graduation requirements and transcripts according to District policies.
- Respond to requests and inquiries from students, faculty, staff and the general public.
- Examine and determine the residency status of prospective students.
- Operate office equipment including computers and supporting word processing applications.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### Licenses and Certificates:

- Depending upon assignment, possession of a valid license to drive in California may be required.

### Physical and Mental Standards:

- **Mobility:** ability to sit and stand for long periods, move about an office, and occasionally reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.

- **Lifting:** frequent lifting of papers, files, equipment and material weighing up to 10 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

**Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

Pattern I

- Experience: Two years equivalent to an Admissions and Records Specialist at YCCD.

OR Pattern II

- Education: Possession of an associate's degree from an accredited college, with course work in business administration or a closely related field.
- Experience: Four years performing admissions and records work in a college or university setting, including two years that involved technical review and processing of admissions applications.

Class Adopted: 9/11/13

Class Amended: 7/1/2021