ADMISSIONS & RECORDS COORDINATOR
Application Deadline: Wednesday, October 23, 2013  4:00 PM

POSITION DESCRIPTION
Under the supervision of the Director of Admissions and Records, the Admissions and Records Coordinator is responsible for overseeing the day-to-day operations of the Admissions and Records Office at all three Chaffey campuses. This includes the coordination and oversight of the workflow for hourly administrative support staff. This position has a high level of independent decision-making and judgment.

RESPONSIBILITIES INCLUDE
• Assist in the supervision of the day-to-day operations of the Admissions and Records Office.
• Assist the Director in planning, scheduling, developing and implementing new technology, departmental operations and procedures; implement policies and regulations in accordance with state guidelines, college policies, and procedures as required.
• Provide information and assistance to district employees, students, and others where judgment, knowledge, and interpretation of policies, procedures, and regulations related to Admissions and Records are required.
• Select, oversee, train, and supervise hourly personnel assigned to the Admissions and Records Office.
• Develop counter and telephone schedules to ensure effective coverage; Confer with information services personnel to streamline admissions and records procedures and develop and improve computer applications.
• Assist with the preparation and distribution of a wide variety of statistical information and reports.
• Attend workshops, meetings, and classes as appropriate to remain current with emerging Admissions and Records information.
• Develop procedures to effectively communicate information systems concepts to operational end users.
• Assist in the development and implementation of projects and events.
• Initiate and prepare correspondence related to the Admissions and Records Office.
• Provide technical expertise regarding assigned functions; formulate and develop policies and procedures.
• Perform related duties as assigned.

MINIMUM QUALIFICATIONS
• Associate of Arts degree from an accredited institution, preferably in Business Administration, Information Systems, or Computer Science.
• At least one (1) year of increasingly responsible experience in admissions and records, preferably in a community college setting.
• Demonstrated knowledge of basic principles and methods of information systems and operations.
• Experience in training techniques.
• Demonstrated ability to communicate effectively both verbally and in writing.
• Knowledge of:
  • Microsoft Office (Word, Excel, Access, Microsoft Desktop Publisher, Power Point).
  • Document Imaging system (Electronic filing system).
  • Datatel Registration System or comparable student registration system.
  • Procedures and operations of Admissions and Records.
  • California residency laws and procedures.
  • Modern office practices, procedures, and equipment.
  • Principles of training and providing work direction.
  • District organization, operations, policies, and objectives.
  • Interpersonal skills using tact, patience, and courtesy.
• Ability to:
  • Assist in the planning, organization, and administration of the processes and operations of the Admissions and Records Office.
  • Provide technical expertise regarding assigned functions.
  • Understand and follow oral and written directions.
  • Oversee the performance and training of hourly personnel.
  • Direct the maintenance of a variety of reports and files related to assigned activities.
  • Interact with diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
  • Work under multiple varied and complex situations.
  • Meet schedules and deadlines.
  • Analyze situations accurately and adopt an effective course of action.
  • Establish and maintain cooperative and effective working relationships with others.
  • Train all Admissions and Records personnel with new admissions and records processes.
  • Work independently with little direction.
  • Maintain records and prepare reports.
• Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
MEETING MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW. Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skills, knowledge, and abilities.

SPECIAL CONDITIONS
Hours: Monday, Tuesday, Wednesday & Friday 7:30am - 4:30pm; Thursday 10:00am - 7:00pm. Must be willing to work evening hours, weekends, and alternate schedules as needed.

APPLICATION PROCESS
Applications must be completely filled out in detail. The application package must include a District application, a resume, and copies of transcripts (unofficial are acceptable). Please do not include any additional documents not required in this section.

CONDITIONS OF EMPLOYMENT
This is a full-time, 12-month, classified bargaining unit position. Starting date: as soon as possible. Range 27 of the CSEA Salary Schedule, with a starting salary of Step A, $4,371/month; progresses over time to $6,150/month. Exceptional benefit package.

Chaffey Community College District is committed to equal employment opportunity.