

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Admissions and Records Operations Assistant

BASIC FUNCTION: Under the supervision of the area manager, provides service to students and other members of the public relating to college admission, registration, student records, and referral to other college services.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Answer phones, assist students/visitors at Information Desk and in lobby with application and registration.
2. Process applications by entering data in multiple data screens of the computer system.
3. Register students at the counter and issue photo ID card.
4. Assist with mailings and fulfilling transcript requests.
5. Enter transcripts for scanning and evaluation; assist with purging records.
6. Help maintain student files.
7. Scan admissions and records documents as requested.
8. May assist with providing appropriate information to VA students.
9. Participate in District-provided in-service training programs.
10. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
11. Perform other duties related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent.

EXPERIENCE: Two years of closely related experience are required.

KNOWLEDGE OF: Admissions & Records department/campus policies and procedures as well as other student service areas.

ABILITY TO: Learn and navigate the Datatel student software system and adhere to state regulations as they pertain to matriculation and registration; demonstrate excellent customer service and be able to work effectively with people of various ages, cultures.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, other departmental staff, supervisors, students and the public.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.