

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Nursing Enrollment Technician

**BASIC FUNCTION:** Under the supervision of the area Dean, performs clerical and customer service tasks related to student admissions, registration, and student academic records. Responsible for evaluating all nursing applicant transcripts to ensure program requirements are met. Works with minimal direct supervision.

**PROVIDES WORK OR LEAD DIRECTION TO:** Short-Term employee(s) and/or Work Study student(s).

**REPRESENTATIVE DUTIES:**

1. Evaluates nursing applicants' academic records to determine that all prerequisites and general education for the Nursing Programs have been met.
2. Creates and maintains enrollment reports/spreadsheets for the Nursing Enrollment Committee, Board of Registered Nursing, Board of Vocational Nursing and National League of Nursing.
3. Advises students/faculty/counselors on academic requirements for the Nursing Programs and/or college requirements/policies and procedures.
4. Maintains confidential student health/academic records/background checks to ensure appropriate inoculations/requirements are complete and up-to-date.
5. Inputs prerequisite courses from other colleges in Datatel system and clears students for registration.
6. Coordinates and oversees related hourly employee assignments.
7. Coordinates and presents pre-nursing information workshops on campus, at healthcare facilities, and at high schools.
8. Independently composes correspondence of acceptance/denial and memos to nursing applicants and program students.
9. Coordinates and takes minutes of Nursing Enrollment Committee meetings.
10. Prepares and submits equivalency requests to appropriate Department Chair.
11. Coordinates Nursing Program information that is distributed to students, staff and counselors.
12. Participates in District-provided in-service training programs.
13. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
14. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent is required.

**EXPERIENCE:** One year of generally related experience in office practices is required.

**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:** Modern office practices and procedures including word processing, (data base maintenance,) filing, and answering phones.

**ABILITY TO:** Keep records; maintain effective working relationships with others and communicate effectively with officials, faculty members, employees, students, and the public.

**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, local high schools, health care facilities, and vendors.

**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.