

Position: Admissions and Records Analyst	Salary Grade: 38
	BD: 07/18/12, 12/10/14; 6/7/17 4/26/17 Revised

Summary

Under the general supervision of the Dean of Admissions, Records and Services, assists in the planning, organization and coordination of admissions and records functions of the college; assists and advises in the formulation, revision and implementation of office procedures; acts as lead for other personnel assigned to the admissions and records department and performs related work as assigned.

Distinguishing Career Features

Admissions and Records Analyst requires the demonstrated ability to lead and perform in all admissions and records functions that include, but are not limited to admissions, registration, residency, student status, academic progress, transcripts, graduation, and attendance. The Admissions and Records Analyst updates data tables for use by others in registration, determining full-time-equivalent students, class schedules and cancellations.

Essential Duties and Responsibilities

- Serves as a project leader for current and new Admission and Records programs, systems and applications.
- Assists in the selection and recommendation, training and oversight of personnel assigned to the Admissions and Records department; reviews the work of all employees in lower classification levels who are engaged in all Admissions and Records operations.
- Acts as a resource to campus personnel by instructing other campus users on how to perform functions, such as viewing transcripts or class schedules.
- Serves as point of contact with students and prospective students for services provided by the department. Participates with other District organizational units to provide students with a comprehensive enrollment package.
- Researches, interprets, clarifies, and resolves a variety of problems dealing with, but not limited to, admissions, enrollment, matriculation, residency, student academic status, course class conflicts, and fees.
- Coordinates and participates in the activities connected with student application and enrollment. Assures that customer service stations are setup and can access on-line and manual database records and resources.
- Designs, develops, and uses system queries and reports for the department and for external agencies. Analyze and interprets data provided by queries and reports to make necessary changes to business processes.
- Maintains tables using data entry screens; maintains charts, runs queries and other reports to facilitate access to and use of student information and enrollment data.

- Performs administrative and technical duties including but not limited to data entry, testing, troubleshooting and other tasks to support upgrades, conversions and regularly occurring processes on an integrated information management system.
- Performs testing for Patches & Fixes as assigned, including but not limited to applications, enrollment, tuition calculation, grade posting, transcripts, and other functions In Admissions and Records; run processes to ascertain accuracy, identify problems, and check for anomalies; performs basic troubleshooting and basic problem resolution and refers problems to an Information Technology staff for resolution.
- With the approval of manager, notify Information Technology staff and set various security roles for varying levels of users and test settings.
- Remain current in FERPA regulations, state and federal laws and Board Policies and Administrative procedures and apply them to situations which arise in the Admissions and Records Office.
- Performs other related duties as assigned.

Qualifications

- **Knowledge and Skills**

Knowledge of: federal and state law, regulations and requirements and institutional guidelines for student records, recordkeeping and student privacy; office practices and procedures, principles of electronic recordkeeping; records research methods; and goals and objectives of an admissions and records department.

- **Abilities**

Ability to: use independent judgment in the creation, maintenance and destruction of student records, plan and schedule workloads, access records in an electronic recordkeeping system, train personnel in the use of an electronic recordkeeping system: input data into an electronic recordkeeping system and retrieve that data input in a variety of formats to produce reports, data analysis, and records verification; follow oral and written directions; organize; communicate effectively both orally and in writing; and establish and maintain effective working relationships with others.

Physical Abilities

Incumbent must be able to function effectively indoors in an office environment engaged in work of a primarily sedentary nature. Require the ability to sit at a workstation for extended periods, and to stand upright and flex forward for intermittent periods.

- **Education and Experience**

The position requires graduation from high school or equivalent. Two years of college level courses (an Associate Degree or completion of 60 semester units), plus a minimum of three years of experience in an Admissions and Records Office to include standard Admissions and Records functions, recordkeeping requirements, transcript verification and transfer to include transfer by electronic medium and FERPA and state laws regarding student records. Two years of lead or supervisory experience.

- **Licenses and Certificates**

May require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.