

ADMISSIONS & RECORDS TECHNOLOGY SPECIALIST

CLASS SUMMARY

Under the general supervision of the Dean of Admissions and Records and/or Registrar, this position works and makes decisions independently. The Admissions & Records Technology Specialist's primary emphasis is on the coordination of all technology software and hardware components within Admissions as well as coordinating and implementing the Student Information System (SIS) upgrades/components and its many technological interfaces. The position is responsible for providing training to staff and faculty on the use of the SIS and Online Records, which includes online applications, online grades, and online records. The position assists the Dean and Registrar with the evaluation, analysis and modification of technical and complex tasks and reports. Lastly, the position coordinates the activities of all Admissions support staff, as well as short-term registration staff.

REPRESENTATIVE DUTIES

ITS/Online Records/GLINK/ (SIS)

- Analyzes and corrects state mandated Management Information System (MIS) reports, as well as 320 apportionment reports.
- Assists the Dean or Registrar with attendance collection and reporting of census data, optical imaging, and the archiving of faculty and student records
- Assists Information Technology Services (ITS) with all A & R requirements needed for Online Records, and implementation and maintenance of a student information system, including optical imaging, online transcript requests and verifications, archiving faculty and student records, and other technology which interfaces with the student database
- Represents A & R user interests for student database in technology-related meetings
- Attends and participate in all user group meetings related to technology
- Coordinates all activities (analysis, testing, training, documentation) associated with a student information system, including ongoing system enhancements and system upgrades.
- Reviews and recommends software modifications in relation to the ongoing maintenance of a student information system
- Assesses and coordinates computer training needs for A & R staff, as well as other departments
- Ensures effective utilization of computer system capabilities by the end users (staff, students, and faculty)
- Trains users (staff and faculty) in the operation of a student information system
- Assists with long-term, technology related planning in A & R for the student database (SIS)
- Develops, implements, coordinates and directs Admission and Records services, particularly online records

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- Coordinates, edits, and verifies evaluations, rosters, grade functions and online grade reporting

Optical Imaging

- Coordinates project activities related to archiving, optical imaging, and is the liaison for all counseling needs related to the imaging system
- Serves as a liaison with the optical imaging system vendor for system upgrades and troubleshooting.
- Provides operational feedback to ITS on the current imaging system and works with ITS staff to solve the interfacing issues.

Records and College Contacts

- Works directly and consults with vendors that support Admission software, division deans and other directors regarding procedures
- Acts as a resource person, providing technical assistance and policy information to staff and students regarding interpretation of Education Code/Title V regulations and policy
- Serves on college committees related to Admissions and ITS technology issues
- Coordinates census, grade, and roster procedures
- Attends conferences, as needed, to remain current with technology and regulations
- Analyzes and reviews applications, registration and attendance reports for state MIS and 320 apportionment report

Faculty/Staff and Student Involvement

- Schedules, trains and provides work direction to support staff
- Helps resolve student complaints and problems
- Coordinates the distribution of memos/information for all grade-related functions in Admissions, including rosters and attendance forms.

ORGANIZATIONAL RELATIONSHIPS

This classification reports to the designated Administrator/Manager.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

AA degree and three years work experience, or five years of progressive admissions experience, with a major emphasis in technology or online services. Knowledge of online information records systems and A& R technology as it relates to registration, admissions, attendance, grades, archiving, and record keeping is required.

ADMISSIONS & RECORDS TECHNOLOGY SPECIALIST cont'd

Knowledge and Abilities

Understand and provide direction for coordination of A & R technology used for Online Services, online interfaces, and archiving for a two-college system; work cooperatively and independently under the general supervision of the Dean of Admissions and/or the Registrar, and provide technology coordination for an entire admission's staff, computer services, as well as other student services within the district, as well as for college staff; take responsibility and use professional judgment based on established college policies, Education Code statutes and Title 5 regulations; communicate effectively orally and in writing and demonstrate current knowledge of A & R technology in providing high quality services.