

SENIOR ENROLLMENT SERVICES SPECIALIST

DEFINITION

Coordinates the college's catalog and student handbook, which includes organizing, maintaining, logistics, production and distribution; maintains the A & R electronic and/or computerized information board; performs advanced level duties in A & R, and responds to difficult inquiries and request for information from college staff and general public.

SUPERVISION EXERCISED AND RECEIVED

Supervision is received by the Director and Dean of Admissions and Records.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES

Coordinates the updating of the annual college catalog and student handbook; establishes and works within deadlines to ensure timely distribution.

Works with college staff, administrators, and faculty to update catalog contents.

Reviews and proofreads catalog changes for completeness and accuracy.

Formats and typesets catalog using layout software.

Obtains, researches, and analyzes bids for negotiating publication prices for the catalog and student handbook.

Distributes and keeps inventory of catalog and student handbook.

Researches data, compiles drafts for consultation and review, edits, and prepares final text for publication of student handbook.

Maintains and troubleshoots electronic information board.

Responds and directs inquiries from the A & R webpage.

Uses a computer terminal to perform data entry and generate reports.

Works with instructional administrators to stay current with new course proposals, deletions and changes.

Learns and applies emerging technologies to perform duties and to assist with the automation of A&R functions.

Selects, trains, evaluates and maintains schedules of student workers.

Coordinates and oversees work related to student records for equivalency, credit transfer, eligibility verification for credit attained by exam or advanced placement.

EXAMPLES OF DUTIES (continued)

Provides information to the general public by phone or in person regarding admissions, registration, enrollment, records, and related information about the department.

Assists with admissions, registration, and enrollment, receiving fees, and issuing receipts.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Policies, procedures, and functions of a college admissions and records office.

Set guidelines by the CA State Education Code and Administrative Regulations.

Office practices, supplies and equipment.

Computerized office applications and student information systems.

Proper English usage, grammar, spelling, punctuation and vocabulary.

District organization, operations, Board policies, and objectives.

Layout software (Adobe InDesign).

Ability to:

Operate a personal computer.

Communicate effectively both verbally and in writing.

Meet schedules and deadlines.

Apply principals of logical thinking to define problems, collect data, establish facts and draw valid conclusions.

Learn emerging technologies.

Work independently and work well with others and greet public effectively.

Organize and manage multiple projects.

Proofread work for accuracy.

Collect, compile, and organize data.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Any combination of seven years of college-level education and work experience is required.

Education: Coursework and/or degree in Journalism, Communications, English, or related field from an accredited college or university.

Experience: Technical experience in a secondary, community college, or university Admissions and Records office.

Computer software experience.

Experience with Adobe software.

Desirable:

Knowledge and experience in operating a Macintosh computer.