



El Camino College

Admissions & Records Technician II



ABOUT THE ROLE

Under general supervision, the Admissions & Records (A&R) Technician II performs a variety of specialized, technical admissions and records procedures. Provides students, staff, faculty, and the general public with information and assistance regarding admissions procedures, records, and registration.

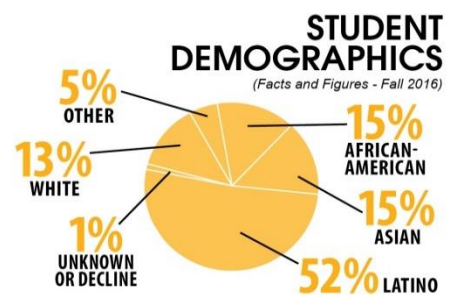
ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide innovative and excellent comprehensive educational programs and services that promote student learning, equity, and success in collaboration with our diverse communities.

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.



With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

ADMISSIONS AND RECORDS TECHNICIAN II

Division: Enrollment Services
Posting Closing Date: 4/7/2023
Req: C2223-160
Location: El Camino College
Position Type: Classified

REPRESENTATIVE DUTIES

Assists in resolving non-routine and/or complex technical problems related to admissions and records policies or procedures. Handles specialized A&R activities and projects (i.e., researching roll book entry problems, processing complex Nonresident Tuition Exemption Requests, etc.)

Registers new, transferring, and continuing students by reviewing and processing forms, inputting student information, and enrolling students into desired classes. Assists students with online registration support as needed. Makes enrollment changes for students and refers to other personnel for processing more complex transactions.

Assembles documentation and evaluates student data to determine residency status for tuition, eligibility for academic renewal, and priority registration. Codes student record appropriately and processes paperwork according to department guidelines. Notifies student of decision or need for additional information or documentation. Refers more complex appeals and/or requests to other personnel.

Processes advanced transactions such as change of major requests, prerequisite requests, late add petitions, pass/no pass requests, credit by examination, course repetition eligibility requests, incompletes, certificates, diplomas, and transcript requests. Reviews student records and documents transactional histories.

Researches and prepares official school transcripts from historical records that are not in the system. Proofreads transcripts for accuracy and completeness. Identifies outstanding student debts and notifies students of accounts on hold or insufficient information. Contacts students, other departments, and/or outside agencies to request and verify transcripts and information as needed. Generates, prints, and sends transcripts as requested. Maintains records of transcript requests and mailings.

Prepares written verifications of student enrollment, GPA, and/or degree earned. Calculates and verifies grade point averages. Ensures data on the student national clearinghouse service is current and accurate. Prepares official verification documents for medical/insurance services, subsidized housing, childcare services, scholarship programs, employment, job promotion, loan deferments, etc.

Participates in a variety of other assigned activities such as assisting with registration functions, processing grades, verifying athletic eligibility, and other duties as assigned or requested.

Assists in proofreading College documents, including Schedule of Classes.

Knowledge of and ability to perform duties of an A&R Technician I.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS

Education and Experience:

High school diploma or G.E.D.

Three (3) years of progressively responsible clerical or administrative office support experience.

OTHER DESIRED QUALIFICATIONS

Knowledge/Areas of Expertise:

Familiarity with a college admissions and records office environment highly desired.

Familiarity with State Education Code and other applicable laws.

Familiarity operating a computer and utilizing standard office software.

Knowledge of administrative practices and procedures.

Knowledge of federal, state, and local laws/rules/regulations governing admissions and records.

Abilities/Skills:

Skilled at basic research techniques, methods, and procedures.

Skilled at record-keeping.

Skilled at establishing and maintaining accurate filing systems and records.

Skilled at organizing work and setting priorities.

Skilled at exercising tact and diplomacy at all times.

Ability to report to work regularly and consistently.

Ability to follow departmental procedures, District policies, and other regulatory requirements.

Ability to learn new office equipment and navigate online systems.

Ability to interpret and explain rules, regulations, procedures, and policies.

Ability to relate effectively to students and other office visitors.

Ability to establish and maintain positive and effective working relationships.

Ability to exercise sound judgment.

Ability to communicate clearly and effectively both orally and in writing.

Ability to produce clear and accurate reports and correspondence.

Ability to maintain confidentiality of District files and records.

Ability to lift up to 15 pounds without assistance.

Licenses or Other Requirements:

Valid California driver's license

Up-to-date FERPA training

WORKING CONDITIONS

General office environment.

Extended periods of standing and/or sitting.

Movement from one work area to another as needed.

Use of arms, legs, and back to lift and carry items.

Reaching movements to retrieve files.

Subject to constant interruptions.

Requires dexterity of hands and fingers to operate office equipment.

Days and hours may vary depending on operational needs.

Some travel may be required on occasion.

CLOSING DATE: Friday, April 7, 2023 at 3:00PM

SALARY: (Step A) \$4,397 per Month

*Salary increases are granted on the first day of the month following each year of service, until step F is reached. Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive work days. Schedule may vary to include hours outside of the normal work schedule and weekends depending on operational need.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](http://www.elcamino.edu/jobs)

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely. Rather than State Disability Insurance.

Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Résumé including educational background, professional experience, and related personal development and accomplishments.

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. **You may check the status of your application online.**

If you need assistance you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College

HR Service Partner

David E. Perez

310-660-3593, Ext. 7967

dperez@elcamino.edu

16007 Crenshaw Boulevard

Torrance, CA 90506

JEANNE CLERY ACT COMPLIANT

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published Annual Security Reports and all required statistical data, which can be found on the Police Department webpage at www.elcamino.edu/about/depts/police/cleryact/index.aspx. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.