



# El Camino College

## Admissions & Records Specialist



### KEY ROLES/RESPONSIBILITIES

Under general supervision, the Admissions & Records (A&R) Specialist performs a variety of highly specialized, technical admissions and records issues and procedures. Serves as a point of contact for deans, faculty, and administrators in addition to providing assistance to students and the general public. Provides policy interpretation and advisement services 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.

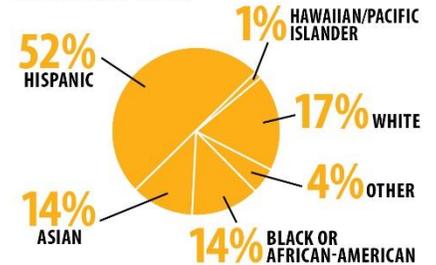
As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, 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. substantial transformation campus-wide.

### MISSION STATEMENT

*El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.*

### STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



## ADMISSIONS & RECORDS SPECIALIST

**Division:** Admissions & Records

**Posting Closing Date:** 05/23/2025

**Req:** C2425-025

**Position Type:** Classified

**(IN-HOUSE OPPORTUNITY OPEN TO ALL CURRENT EL CAMINO COLLEGE EMPLOYEES ONLY)**

### REPRESENTATIVE DUTIES

Resolves non-routine and/or highly specialized technical issues related to admissions and records policies or procedures with minimal to no supervisory guidance or approval required. Responds to inquiries in a timely manner and provides detailed information concerning related activities, standards, priorities, timelines, requirements, policies, and procedures.

Analyzes data, systems, and/or the overall context of a problem and determines best course of action (i.e., determining state residency requirements for obscure or non-routine cases, troubleshooting student system glitches, resolving registration and/or student account problems, etc.)

Meets with students to review current non-resident status and determines whether they may be reclassified from non-resident to resident. Notifies student of determination.

Interfaces with deans, faculty, and administrators to provide updates on courses and student enrollment. Receives and responds to requests from faculty and other departments. Serves as a resource for information exchange on A&R policies and procedures. May enlist support from deans, faculty, and administrators to ensure compliance with A&R policies and procedures.

Investigates and collects appropriate documentation to make official determinations on general and non-routine petitions regarding no shows, drops after the withdrawal deadline, military withdrawals, etc. Processes and notifies students of decisions. Refers more complex cases to the Registrar.

Processes and maintains records on advanced transactions such as advanced placement, section changes, grade changes and corrections, substitutions, waivers, reinstatements, and referrals. Refers more complex cases to the Registrar.

Serves as the primary point-person for student record subpoenas. Reviews subpoena to ensure it is legitimate and enforceable. Gathers material housed within A&R that specifically respond to the subpoena. Reviews material and removes information through separation or redaction of copies, as appropriate, that the requestor is not entitled to receive. Follows departmental protocols for releasing student information.

Trains and provides work direction and guidance to designated personnel. Reviews work for accuracy, completeness, and compliance with established requirements and procedures.

Attends and participates in various meetings to represent the department as needed. Offers information and insights on various A&R operations, policies, and procedures.

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

Performs other related duties as assigned or requested.

## **JOB QUALIFICATIONS**

### Education and Experience:

AA degree or two (2) years of college level coursework.

Two (2) years of increasingly responsible experience in a related student services program.

## **OTHER 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:**

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, MAY 23, 2025 at 3:00 P.M.**

**SALARY: Starting salary is \$5,867 per month.** Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$7,530 per month).

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

## CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month classified staff position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. 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.maxient.com)

## 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. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

**Foreign Transcripts:** Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

**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](mailto: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**

Robert Swain

310-660-3593, Ext. 3473

[rswain@elcamino.edu](mailto:rswain@elcamino.edu)

16007 Crenshaw Boulevard

Torrance, CA 90506

#### **JEANNE CLERY CAMPUS SAFETY ACT**

*In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. This publication includes 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 paper 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.*