

STUDENT REGISTRATION COORDINATOR

KIND OF WORK

Advanced professional work in the maintenance and evaluation of academic records and/or the coordination of student admissions and registration processes within a community college.

NATURE AND PURPOSE

An employee in this class is responsible for coordinating the student admissions, registration and academic records functions of a small to medium-sized community college or for the regulation of a single operation at a large institution. General direction is received from a college president or dean of students with work review based on the standards of accuracy and efficiency.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Establishes and maintains a comprehensive record system so that accurate and current information is available regarding the academic status of students.

Reviews college admission requests and issues appropriate written notices so that prospective students are informed as soon as possible of their acceptance or rejection.

Examines academic records of students who have petitioned for graduation so that verification can be made regarding the successful completion of all required coursework within the respective degree program.

Processes information requests from financial aid organizations so that an accurate and detailed report is made available to the inquirer regarding enrollment certification and/or the academic progress of the involved student.

Coordinates the submission of records data to data processing operations for automated conversion so that the information is accurate, organized and the programming treatment is readily accessible to college staff.

Compiles and develops statistical reports for special projects so that administrators, faculty and students are provided with pertinent information regarding unique operational features of the college.

Participates in the total administrative process of the college so that the admissions and/or records management components are modified to accommodate policy changes.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of the principles and procedures of student records management.

Considerable knowledge of typical college academic programs curriculum.

Working knowledge of college admissions practices and procedures.

Working knowledge of standard statistical techniques in college testing and ability measurement devices.

Working knowledge of computer capabilities and data processing application practices.

Ability to:

Establish and maintain effective working relationships with faculty and college administrators.

Interpret and apply governmental regulations in the preparation and issuance of official forms required by transfers, perspective employers and governmental agencies.

Est.: 6/81 T.C.: 7/90

Rev.: Former Title(s): Community College

Ckd.: 12/92 Registration Coordinator