



Job Description

Job Title: Admissions and Records Assistant

JTC: CQ8

Salary Range: N01

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Provides support services for students within the admissions/registration department specializing in one or more of the following areas: admissions/registration, transcript services, and/or forms and records management.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to perform clerical functions including but not limited to data entry, answering telephones, preparing correspondence and mailings. Knowledge of standard office equipment operation including computers, filing and scanning systems.

Ability to think critically and problem solve and ask for assistance when required.

The ability to work cooperatively and assist the public, students, and faculty in a team environment. Ability to work effectively in a team, with the ability to follow procedures and directions.

Skilled in word processing, spreadsheet, database management and document imaging. The ability to utilize computer technology to access data, maintain records, generate reports and communicate with others.

The ability to interpret and communicate DCCCD policies and procedures and external agency regulations to varying levels of DCCCD staff and students from diverse backgrounds. Knowledge of principles and processes for providing effective customer services.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Graduation from high school or equivalent. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Acts as an information source, providing information related to DCCCD policies and procedures and state and federal regulations related to admissions/registration in one or more areas to which assigned, including but not limited to transcript services, forms and records management.



Performs clerical tasks in the preparation and maintenance of records, including on-line student registration, coding and data entry to permanent student records; enrollment verification and processing transcript requests.

Assists students and/or process requests to obtain records and/or copies of transcripts via walk-ins, phone and/or by email requests; mail copies of transcripts and verifications of enrollment as requested; place holds on student records when they have financial obligations to the campus.

Respond to internal and external requests for information that includes researching, analyzing and summarizing data from student files/records. Receive, review and maintain department records and documents as they relate to transcript and verification requests.

Process applications for enrollment; accept applications, input data, verifies for completeness and accuracy and screens students for eligibility; prepare and mail registration confirmation forms.

Provide general office support to work area, such as, maintaining files, ordering supplies, manage wait lists, print certificates, etc. Coordinate the admissions and registration processes for special programs and populations. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.