ADMISSIONS & RECORDS COMPUTER TECHNICIAN
Admissions & Records

DUTIES: Under minimal supervision performs complex and computer related technical tasks in admissions, registration and records; liaison to Information & Educational Technology Department; builds and maintains Integrated Community College Information System (ICCIS) tables in the Admissions and Records area of the student record system; coordinates receipt and processing of attendance accounting sheets; maintains user information in the imaging computer system including user accounts and access; provides computer support to Admissions and Records staff in technical matters including student record system, imaging system, and other software used in the department; processes special enrollment registrations, maintains academic calendar, and performs other duties as assigned.

EXAMPLES OF DUTIES:

- Builds and maintains ICCIS tables in student records system and the imaging system;
- Communicates problems/issues from Admissions & Records to Information & Educational Technology;
- Provides information from Information & Educational Technology to Admissions and Records to resolve problems/issues;
- Provides technical computer support to users in Admissions and Records on ICCIS, the imaging system and other related software;
- Maintains the academic calendar, on ICCIS, determining deadlines according to College policies and regulations;
- Coordinates receipt and processing of the college attendance accounting roll sheets;
- Processes special student enrollment registration;
- Processes student ID changes on ICCIS;
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge:

- College policies and procedures;
- Familiarity with college admissions, registration and records processes;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Methods and procedures of distribution and collection of record keeping documents;
- Techniques and problem-solving strategies;
- Computerized student record mainframe systems and software applications, e.g. Microsoft Office, WORD, EXCEL.

Skills and Abilities:

- Ability to work independently at a variety of assignments to meet schedules and deadlines;
- Ability to work accurately and keep confidential all information related to student records;
- Provide assistance to staff relating to technical problems with the student records system;
- Ability to build and maintain tables in a student record mainframe system;
- Excellent problem solving skills;
- Excellent written and oral communication;
- Work effectively and establish cooperative working relationships in a diverse community.

Education and Experience: Demonstrated skill, knowledge and experience in an admissions office of a community college, college or university or equivalent. Persons with the knowledge, abilities and experience stated above are considered to have the necessary minimum qualifications. Associate degree desirable.