Position Description
Registration Specialist
Department: Community Education & Economic Development

POSITION PURPOSE

The Registration Specialist performs specialized clerical office work for admissions, registration, and attendance accounting for Adult Education, Community Education, and graded courses, requiring a working knowledge of the College and Department procedures related to work performed.

NATURE AND SCOPE

The Registration Specialist may supervise student workers.

The Registration Specialist is responsible for performing all clerical functions within the Adult Education and Community Education programs quickly and accurately, including admissions and registration of students, attendance accounting, computer input of data, fee collection, report generation, and spot-check auditing to ensure the ongoing integrity of the District programs. Other decisions, such as approving refund requests received after commencement of classes, and changes in policies and procedures, are referred to a higher authority.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Supervises input of all attendance data for District programs, including distributing and collecting data entry forms from instructors.
2. Interprets computer reports, records errors, and makes necessary adjustments.
3. Processes student registrations and collects fees.
4. Supervises work of registration assistants.
5. Prepares and produces clear and comprehensive attendance and accounting reports.
6. Conducts spot-check audits to ensure the ongoing functionality of attendance and accounting programs.
7. Operates PC, CRT, calculator, typewriter, and other standard office equipment to record, store, and retrieve information.
8. Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

Knowledge of District policies and procedures
Generally Accepted Accounting Practices and Procedures
Methods, practices and terminology used in bookkeeping and auditing procedures
Rules and regulations related to attendance accounting
Computer literacy; various software applications e.g., Microsoft Office, WordPerfect; computerized accounting systems
EMPLOYMENT STANDARDS (cont’d.)

Skills and Abilities:

Typing 45-60 wpm
Strong basic mathematical abilities
Operate a variety of specialized office equipment i.e., copiers, fax machine
Excellent written and oral communication
Excellent interpersonal skills
Professional telephone skills
Ability to work independently
Management, organizational and supervisory skills

Education and Experience:

H.S. diploma; college coursework in accounting and/or bookkeeping
2-4 years experience in accounting or financial record keeping including data processing

Working Conditions:

Typical office environment
Ability to lift up to 25 lbs.