Mt. SAN ANTONIO COLLEGE
JOB DESCRIPTION

Job Title	Lead Admissions and Registration Clerk	Range:	37
Date Created	December 9, 2003	Date Approved:	

PRIMARY PURPOSE

The Lead Admissions and Registration Clerk performs routine student support services by processing requests for information including academic records and registration confirmation, and ensures such data is provided efficiently and accurately.

Essential Functions

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Processes student requests for registration status
2.	Verifies, files and reports ESL/ABE records
3.	Interfaces with Admissions and Registration Department to verify or correct student registration
4.	Receives, classifies, consolidates and/or summarizes documents and information
5.	Coordinates students taking the ESL/ABE assessment test; disseminates results to appropriate staff
6.	Registers students for ESL/ABE courses
7.	Operates PC, calculator, and other standard office equipment to record, store and retrieve information
8.	Learns and applies emerging technologies and as necessary to perform duties in an efficient organized, and timely manner
9.	Performs related duties as assigned

OTHER FUNCTIONS

The Lead Admissions and Registration Clerk is responsible for determining ESL/ABE student assessment and registration status, proctoring ESL/ABE student assessments, and answering student questions within established policies and procedures. Other decisions, such as changes in established policies and procedures, are referred to a higher authority.

WORKING RELATIONSHIPS

The Lead Admissions and Registration Clerk reports to the Assistant Director, Adult Basic Skills and Special Programs OR Assistant Director, ESL and Intercultural Programs and maintains frequent contact with faculty, staff and students.

EDUCATION AND EXPERIENCE

- High School Diploma
- One year directly related experience

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- District policies and procedures
- College admission rules, policies, and procedures
- Modern office practices and procedures
- Computer literacy; various software applications and mainframe systems
- Non-credit matriculation processes

Skills and abilities to:

- Type 45 wpm
- Utilize excellent interpersonal skills
- Excellent written and oral communication skills
- Converse in a language other than English (Bilingual skills strongly preferred)
- Utilize professional telephone skills
- Work independently
- Work in culturally and linguistically diverse community
- Management, organizational and supervisory skills

WORKING CONDITIONS

- Typical office environment
- Ability to lift up to 25 lbs.
- Occasional walking or standing