ADMISSIONS & RECORDS COMPUTER TECHNICIAN
Admissions & Records

ERVIEW: *Under minimal supervision performs complex and computer related technical tasks in admissions, gistration 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.*

NIMUM QUALIFICATIONS:
owledge:

- *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 mmunity 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.*