



TAFTCOLLEGE

WEST KERN COMMUNITY COLLEGE DISTRICT

Human Resources

29 Cougar Court

Taft, CA 93268

661-763-7805

www.taftcollege.edu

Classified Employment Opportunity

Application Deadline: Friday, January 12, 2018 @ 4:00 p.m.

Admissions & Records Technician II

Classified Salary Schedule Range 19 ~ \$3,309.00 - \$4,223.00 per month in six steps. The District provided health and welfare benefits, valued at \$19,530.96 for 2017-18 includes medical, dental, and vision for the employee and dependents, and life insurance for the employee.

GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California's central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The college is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College's Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a diverse student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The college has 61 full-time faculty, 78 adjunct faculty, 138 classified staff, 24 classified administrators and 7 certificated administrators.

DEFINITION

Under general supervision, provides academic and records information and assistance directly to students; performs specialized clerical duties related to the admissions and academic records area; performs a variety of clerical and technical records duties; maintains records in the student information system as well as various vendor systems (ie. Banner, VA Once, Credential Solutions, College Source, SEVIS) and other duties as assigned.

REPRESENTATIVE DUTIES

Please refer to the Taft College website to view the complete position job description.

The following duties are typical of those performed by employees in the classification, however, employee may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

Equal Employment Opportunity

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

Application materials are available in the HR Department, on our website under Jobs and EdJoin.

Website

www.taftcollege.edu

www.edjoin.org

Human Resources Department Hours

Monday - Friday

8:00 a.m. - 4:30 p.m.

REPRESENTATIVE DUTIES

Provide information and assistance to students in person, by telephone, email or regular mail on topics such as student records, admissions, academic standing, graduation, processes and fees.

Process transcripts, degree and enrollment verification requests using various vendors and in-house databases which includes preparing, recording, obtaining signatures, affixing the District Seal and delivery.

Evaluate, process, and determine graduation applications for meeting all requirements to award or deny degrees and/or certificates.

Produce all certificate and diplomas for students that have successfully completed all certificate and degree requirements in a timely manner, including duplicate certificate and diplomas.

Collaborate and participate in activities such as veteran's certification, specialized registration activities, the maintenance of the Student Exchange Visitor Information System (SEVIS), collection and maintenance of final grades, census rosters, attendance and arranged meeting rosters, and various admissions and records functions.

Communicate with other colleges and respond to questions or issues regarding assigned activities from students, faculty and staff.

Assist Director in maintaining accurate files and documentation in accordance with state and federal regulations including applications, residency information, veteran's DD-214 and certification paperwork, International Student rosters, grade change and incomplete grade, and various other documentation.

Compile data and prepare basic statistical reports as directed using a variety of information systems (ie. Cognos, Access, Excel).

Collaborate with Evaluator to organize and process petitions and exceptions, including being a liaison between staff, faculty, and department chairs. Updates the student information system with grade changes, academic renewal and repeat courses.

Evaluate departmental procedures to ensure efficiency. Analyze similar functions at other colleges to determine the College's currency with modern practices and compliance with state and federal regulations.

Maintain an organized system of record storage and record recovery.

Perform computer-input tasks relative to the operation of the department.

Assist in the coordination of departmental functions with other campus departments.

Attend professional meetings/conferences as required and reports findings to the department staff.

Provide departmental participation in Student Success and Support Program such as graduation and annual catalog review.

Enter academic data into the computer for use in developing individual student educational plans. Document and process grade changes.

Verify level, content, unit value and grading system of courses for students who have taken part of their previous work at other colleges; determines credit to be granted toward meeting specific requirements.

Maintain records of transactions concerning academic transcripts for purposes of verification and accountability.

Assist in determining lower division general education transfer requirements, including IGETC and CSU general education certification and Taft College degree requirements. Prepares general education certifications for CSU Breadth and IGETC.

Collaborate with Evaluator to evaluate in-coming transcripts and makes appropriate decisions as to transferability and grading conversions as well as posting the credit into the student information system.

Operate a variety of office equipment including a copier, scanner, fax machine, computer and assigned software and programs. Arranges for computer system modifications, maintenance and repairs as needed.

Understand rules and regulations in order to calculate cumulative grade point average for Cal Grant application.

Monitor inventory levels of forms, applications and other Admissions & Records supplies. Orders, receives and maintains adequate inventory levels of supplies.

Work with IT to ensure that the department scanning systems, document readers, and desktop computers are in working order.

Maintain student records; audits records to assure accuracy; provides copies of transcripts according to approved procedures.

Prepare and transmit correspondence for students, verifying student status and other information; responds to requests from other educational institutions and agencies involving the verification of student status and records.

Perform a variety of specialized clerical duties such as filing, typing, data entry and retrieval, reception and general office support. Composes and mails correspondence.

Attend various meetings as assigned. Conducts training sessions as directed. Attends and participates in various committees as required.

Serve as back-up for the front counter and is readily available to provide pleasant and professional service to students and others seeking information regarding the registration process.

Ensure the integrity and confidentiality of admissions and records by maintaining strict compliance with FERPA, the Solomon Act, other federal regulations, and District records and archival policies.

Assist and advise student workers.

Perform other related duties as requested or assigned.

MINIMUM QUALIFICATIONS

Education and Experience

An earned Associate's degree from an accredited institution. Minimum two years of experience working in community colleges, universities, high schools, and/or community agencies. Experience relevant to the position desirable. Intermediate knowledge of computer software, including Word, Excel and an administrative database (ie. Banner).

DESIRABLE QUALIFICATIONS

An earned Bachelor's degree from an accredited institution.

Experience with graduation requirements, transcript evaluation, degree audit (ie. Degree Works) and student services.

Knowledge of policy and procedure regarding Admissions and Records.

PHYSICAL REQUIREMENTS

1. Vision sufficient to read documents and computer terminal displays.
2. Speech and hearing to communicate in person or by telephone.
3. Manual dexterity sufficient to use a variety of office equipment, computer keyboards and to handle paper.
4. Sit for long periods of time.
5. Ability to lift and carry 25 pounds such as paper and reports.
6. Ability to bend and reach to retrieve and file supplies, equipment and documents.

Reasonable accommodations will be made for candidates and employees with physical disabilities.

PAY RANGE

Range 19 on the Classified Employees Salary Schedule/Non-Exempt.

SUPERVISION

Direct supervision is received from the Director, Admissions and Records. This position has no supervisory responsibilities. May take or give work direction on projects as assigned.

HOURS & TERMS OF EMPLOYMENT

Assignments are typically 40 hours per week and 12 months per year. May require over-time, holiday or weekend work to meet deadlines. Work is generally performed indoors but may involve traveling to district or county offices to complete assignments or for research, workshops, training or meetings.

CONDITIONS OF EMPLOYMENT

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. A current CA driver license is required. Taft College reserves the right to modify or rescind this job announcement at any time.

APPLICATION PROCEDURE

To be considered for review, applicants must submit the following application materials:

1. A West Kern Community College District classified application or online Edjoin application.
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.

Application forms may be obtained from www.taftcollege.edu.

Send all application materials to:

Taft College
Human Resources Department
29 Cougar Court
Taft, CA 93268
Telephone: 661-763-7805
Email: tcjobs@taftcollege.edu

Classified online application submission: www.edjoin.org

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

APPLICATION DEADLINE

Application materials must be in the Human Resources Department no later than 4:00 p.m. on Friday, January 12, 2018. It is the applicant's responsibility to ensure that all application materials are received. Application materials must be mailed, hand delivered, or e-mailed. Emails must be followed by original documents. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

INTERVIEW

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

MISSION STATEMENT

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.