



Now Accepting Applications for the Classified position of:  
**Admissions & Records Technician**



## OUR MISSION

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 learning environment defined by applied knowledge leading to students' achievement of their educational goals.

## OUR VALUES

1. **Students** and their success.
2. A **learning** community with teaching excellence.
3. An environment conducive to **learning**, fairness, dialogue, and continuous improvement.
4. A communicative, collaborative, collegial, and **respectful culture**.
5. A **partnership** of students, faculty, support services, and community.
6. Innovation, **diversity**, creativity, and critical thinking.
7. Academic, financial, personal, and professional **integrity**.
8. Employees and their **professional development**.
9. A **transparent**, accessible, participative governance structure.

## ABOUT TAFT

Located in the Central Valley of California, in the heart of the Monterey Shale oil fields, 30 miles west of Bakersfield, Taft is a growing community.

**Taft** is centrally located and provides direct access to the world's fifth largest economy. With direct access to Interstate 5, Highway 99 and Highway 166, Taft is less than a two hour trip to Los Angeles and the Central Coast. Additionally, you can travel to San Diego, Sacramento and Bay Area in less than four hours.

**Taft College** offers 46 Associate Degrees, 12 that are Associate Degrees for Transfer that allow students to complete a bachelor degree in the California State University system. The College also offers 23 Certificates of Achievement and 21 locally-approved certificates. In addition, specialized education is available in career technical education programs in a variety of disciplines including Energy Technology, Early Childhood Education and Family Studies, and Dental Hygiene.



**Create Your Future With Us**



## ABOUT US

Taft Junior College was established on August 30, 1922 as part of the Taft Union High School District, sharing a campus with the high school. The school title officially became Taft College on July 1, 1954, and in September of 1956 a separate campus opened in the current location at 29 Cougar Court adjacent to the high school. The West Kern Community College District was later formed, and is a single-college-district under the guidance of a five-member Board of Trustees. With strong leadership, Taft College offers a robust academic program for its students, and is one of the finest small colleges around!

## POSITION DESCRIPTION

Under general supervision, provides academic 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 record duties; and other duties as assigned.



Create Your Future With Us

# Position Description

*The following is a representation of the duties for this position, it is not meant to be an exhaustive list of all responsibilities.*

- Provide information and assistance to students on topics such as student records, admissions, academic standing, graduation, processes and fees.
- Process transcripts, degree and enrollment verification.
- Produce all certificate and diplomas for students that have successfully completed all certificate and degree.
- Organize and process petitions and exceptions, including being a liaison between staff, faculty, and department chairs. Upon decision of petition, process the outcome in the student record and degree audit system.
- Maintain an organized system of record storage and record recovery.
- Evaluate and record incoming academic transcripts for Taft College degree requirement completion. Enter individual student transfer equivalencies into the student record and/or degree audit system.
- Ensure functionality of degree audit system.
- 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 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.
- 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.



Create Your Future With Us

# QUALIFICATIONS

## MINIMUM QUALIFICATIONS

An applicant may meet minimum qualifications in one of two (2) ways listed below:

1) High school diploma or equivalent and four (4) years of clerical experience using modern office technology including proficiency with database, spreadsheet and word processing computer software applications such as Microsoft Access, Excel, and Word.

2) Associate Degree and two (2) years of clerical experience using modern office technology including proficiency with database, spreadsheet and word processing computer software applications such as Microsoft Access, Excel and Word.

## DESIRED QUALIFICATIONS

- Experience working in public education
- Bilingual: English/Spanish

# COMPENSATION

The salary range for the position is a Grade 15 with a range of \$36,949.00-\$47,157.00 per year. This is a full-time, 12-month position.

West Kern Community College District offers a comprehensive fringe benefits program that includes District paid medical, dental and vision coverage for all employees and their dependents, as well as a generous vacation plan. Employees are eligible for membership in either CalPERS or CalSTRS retirement systems.

# EQUAL EMPLOYMENT OPPORTUNITY

The West Kern Community College District is committed to the principles of equal employment opportunity . The District is dedicated to a policy of nondiscrimination and, as such, is an equal opportunity employer. Veterans, women, minorities and people with disabilities are encouraged to apply.



# Create Your Future With Us

# APPLICATION PROCESS

*Applications will be accepted until November 30, 2018.*

## REQUIRED MATERIALS FOR APPLICATION:

1. Completed Classified Application- Downloaded from TC website or completed online at EdJOIN.
2. Letter of Introduction describing how you match the minimum and desired qualifications.
3. A current Resume

## SUBMIT APPLICATION MATERIALS TO:

- Email: [tcjobs@taftcollege.edu](mailto:tcjobs@taftcollege.edu)
- Complete online at [EdJOIN](#)
- Mail or Walk-In: Taft College Human Resources, 29 Cougar Court, Taft, CA 93268

## FOR MORE INFORMATION:

- Please visit: [http://www.taftcollege.edu/human-resources/job\\_opportunities/](http://www.taftcollege.edu/human-resources/job_opportunities/)
- Call: 661-763-7900
- Email- [tcjobs@taftcollege.edu](mailto:tcjobs@taftcollege.edu)



Create Your Future With Us