

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## De Anza College

### Admissions and Records Assistant

Job #07-055

Closing Date: 11/03/06

The Foothill-De Anza Community College District is currently accepting applications for **Admissions and Records Assistant, De Anza College**.

#### **DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Under the direction of the Dean, Admissions and Records, perform operational duties, which may include, but are not limited to: processing admissions materials, entering basic information into the Student Information System (SIS), processing applications through scanners, and determining residency. Process standard enrollment/registration data entered by voice, Internet, and in person. Data includes late registration options; add and drop requests; transcript requests; grade changes and debits and credits to cashiering system. Enter student data to develop and print faculty class rosters and grades. Respond to student questions over the telephone, on the Internet or in-person, and solve routine enrollment problems. Send or disseminate registration information and materials. Maintain student records, including processing corrections to records, developing and verifying student eligibility lists for programs, and preparing forms in an open, fast paced environment. Perform other related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. College level course work or equivalent.
3. Two years of general clerical experience involving extensive public contact.

#### **PREFERRED QUALIFICATIONS:**

1. Experience in a college admissions and records office.
2. Knowledge of office practices and procedures including accurate records administration, record keeping and filing methods.
3. Ability to learn and interpret rules, regulations and policies.
4. Ability to use positive telephone, Internet and public contact techniques.
5. Ability to communicate effectively both orally and in writing.
6. Ability to operate office equipment such as computers, credit card machines, scanners, typewriters and other equipment required by an admissions and records office.

7. Ability to work effectively under pressure and meet deadlines.
8. Ability to analyze situations and make decisions regarding procedural matters without immediate supervision.
9. Ability to prepare and maintain records and reports.
10. Ability to deal tactfully and effectively with diverse students, staff, faculty and the public.
11. Ability to perform cashiering duties.

#### **APPLICATION MATERIALS:**

1. A District application to be completed at [www.fhdajobs.net](http://www.fhdajobs.net) (a paper application is available by visiting [www.fhda.edu](http://www.fhda.edu) or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of - Admissions and Records Assistant.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

#### **CONDITIONS OF EMPLOYMENT**

**Salary:** \$3,410.55 per month plus benefits; level N-41

**Position:** Full-time, Permanent, 12 months per year

**Starting date:** As soon as possible upon completion of the search process.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

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Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services  
Foothill-De Anza Community College District  
12345 El Monte Road  
Los Altos Hills, California 94022  
(650) 949-6217  
Email: [employment@fhda.edu](mailto:employment@fhda.edu)  
<http://www.fhda.edu>