Job Description

POSITION TITLE:	**Admissions Technician**	**#2447**
	Teachers College of San Joaquin	
	Professional Learning and Support	

SALARY PLACEMENT:	**Classified Salary Schedule**	
	Range 28	

SUMMARY OF POSITION:
Monitor and assist in all aspects of admissions responsibilities, including enrollment, providing appropriate reports as needed for accreditation, and ensuring accuracy of student academic records. Does related work as required.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:
Possess a High School diploma or equivalent. Proficiency in use of Macintosh Computer, word processing, spreadsheet, and database information systems. Two years of varied and progressively responsible clerical experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:
Experience with student information systems, advanced computer skills, including knowledge of software for the business of education. Experience working in a school district or county office of education working directly with students or adults in some type of student services function.

CREDENTIALS AND/OR SKILLS AND ABILITIES:
Typing/word processing, database, spread sheet skills. Ability to carry out oral and written directions; ability to write correspondence independently; communicate effectively; establish and maintain cooperative relationships; be flexible and receptive to change.

ESSENTIAL FUNCTIONS:
Essential functions may include, but are not limited to:
1. Enroll students in the system, including managing withdrawals, drops, and other enrollment functions.
2. Maintain student files and academic records.
3. Prepare appropriate reports for accreditation needs.
4. Assist support and managerial staff in admissions related duties.
5. Maintain confidentiality on issues concerning program, students, and staff.
6. Instruct and assist staff in the use of student information systems.
7. Establish and maintain cooperative and effective working relationships with others.
8. Work independently with little direction.
9. Meet schedules and deadlines.
10. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:
Employees in this position must have the ability to:
1. Sit for extended periods of time.

2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.

WORK ENVIRONMENT:
Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

1/23/2025 final sc