

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: ADMISSIONS REPRESENTATIVE AND TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of an assigned Principal or administrator, perform a variety of technical duties related to compliance review, demographic record-keeping, admissions, intake counseling, computerized student data-base entry, daily attendance, counseling follow-up activities and program development and proposals; participate in assessment testing and evaluation activities.

#### **ESSENTIAL FUNCTIONS:**

Perform a variety of technical duties related to compliance review, demographic record-keeping, admissions, intake counseling, computerized student data-base entry, daily attendance, counseling follow-up activities and program development and proposals.

Initiate and receive telephone calls; respond to inquiries and provide technical information related to office programs, schedules, activities, policies and procedures including admissions information.

Schedule admission dates for new students; maintain school intake quotes; review transcripts of incoming students; determine eligibility of clients; administer assessment tests and determine placement.

Review public documents and program activities to assure compliance with State and federal regulations, guidelines and procedures; recommend corrective action as appropriate.

Maintain computerized student database and enrollment and attendance records; generate a variety of reports related to assigned activities; submit reports to administrators and outside agencies; cost out proposed programs.

Serve as a liaison with students, outside agencies and representatives.

Monitor student performance and prepare monthly progress reports; notify student and counselor of difficulties students may be encountering.

Assist students with financial aid processing and forms; review forms for accuracy and completeness.

Attend a variety of meetings, career fairs, workshops, in-service trainings and conferences; prepare brochures, flyers and other promotional activities.

Develop and produce schedule of classes and brochures as directed.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work and attend meetings.

Participate in recruitment activities as requested.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Record-keeping techniques.

Applicable laws, codes, rules and regulations related to assigned activities.

Policies and objectives of assigned program and activities.

Research methods and report preparation techniques.

Oral and written communication skills.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Basic accounting procedures.

Mathematical computations.

**ABILITY TO:**

Perform a variety of complex and diverse technical duties in support of an assigned program.

Communicate effectively with students, parents, staff and administration.

Interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.

Maintain records and prepare reports.

Compile, assemble, verify and prepare data for records and reports.

Determine appropriate action within clearly defined guidelines.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Plan and organize work.

Add, subtract, multiply and divide quickly and accurately.

Operate a variety of office equipment including a computer and assigned software.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate a computer keyboard.

Hear and speak to exchange information in person and on the telephone.

See to read a variety of materials.

Sit for extended periods of time.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school supplemented by two years of college-level coursework in business, education or a related field and two years of program related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

May be required to drive as needed.