VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
invites applications for the position of:

Admissions & Records Technician

SALARY:	$4,031.00 - $5,572.00 Monthly
OPENING DATE:	07/29/21
CLOSING DATE:	08/12/21 11:59 PM
DESCRIPTION:	

COVID-19 Vaccine Requirement for Employees and Students

On August 10, the Ventura County Community College District Board of Trustees unanimously approved the policy *COVID-19 Vaccine Requirement for Employees and Students*. The policy requires that everyone who accesses in-person, on-site campus/District programs, or who participates in off-site District/college services in person will be required to be vaccinated against COVID-19. Effective Oct. 15, the mandate allows time for unvaccinated employees, students and the public to complete two-dose vaccines.

For more information, please review *Board Policy 3506 COVID-19 Vaccine Requirement for Employees and Students*.

WHAT YOU'LL DO
Under the direction of the Registrar, perform a broad spectrum of complex technical and compliance-driven duties pertaining to admissions, registration, record maintenance, transcripts, student record evaluations, residency determinations, Veteran's Administration, athletic eligibility certification, and other Admissions and Records functions using a variety of methods and automated systems.

There are currently two vacancies:
One (1) full-time position (12 mos/year, 40 hrs/week) located at Moorpark College.
One (1) full-time position (12 mos/year, 40 hrs/week) located at Oxnard College.

The Admissions and Records Office provides comprehensive services to prospective and continuing services and to alumni. These services include in person and online methods aimed at delivering streamlined assistance with applying for admission, registering for classes, awarding degrees and certificates, and official transcripts.

More information about the Admissions & Records Office at each College can be found here:
https://www.moorparkcollege.edu/departments/student-services/admissions-records

https://www.oxnardcollege.edu/departments/student-services/admissions-and-records

WHERE YOU'LL WORK

Moorpark College is one of the most beautiful community colleges in California. Moorpark College opened in 1967, serves approximately 15,000 students, and with a "students first" philosophy, empowers its diverse community of learners to complete their goals for academic

transfer, basic skills, and career education.

More about Moorpark College can be found here: <u>Moorpark College Website</u>

Oxnard College was founded in 1975 and is the newest of the three community colleges in the county. Set on 118 acres and located two miles from Pacific Ocean beaches, the college is easily accessible by the Ventura Freeway (Highway 101) or the Pacific Coast Highway.

More information about Oxnard College can be found here: <u>Oxnard College Website</u>

<u>**WHO WE ARE**</u>
Equity, diversity, and inclusion are essential to our culture and the work that we do within the Ventura County Community College District (VCCCD). The VCCCD is a public community college district serving residents throughout Ventura County. The VCCCD's three colleges - Moorpark College, Oxnard College, and Ventura College - offer programs for transfer to four-year colleges and universities; career technical training; basic skills instruction; as well as community service, economic development, and continuing education for cultural growth, life enrichment, and skills improvement. The Ventura County Community College District recognizes that a diverse community of faculty, staff, and administrators promote academic excellence. This creates an inclusive educational and work environment for its students, employees, and the community it serves. With the understanding that a diverse community fosters multi-cultural awareness, promotes mutual understanding and respect, and provides role models for all students, the VCCCD is committed to recruiting and employing a diverse and committed group of faculty, staff, and administrators who are dedicated to the success of all college students.

We encourage candidates who are equity-minded to submit an application for employment. We are designated Hispanic-Serving Institutions committed to racial and socio-economic diversity as it reflects our communities and student populations. We actively seek to attract candidates who share this commitment to equity, diversity, and inclusion.

The Ventura County Community College District ensures that all employees and applicants for positions will have equal opportunity for employment regardless of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, political beliefs, age, gender, religion, transgender, sexual orientation, marital status, veteran status, and/or physical or mental disability.

This recruitment is being conducted to establish a list of eligible candidates that will be used to fill district-wide, current and upcoming, temporary and regular vacancies for the duration of the list, not to exceed one year.

REPRESENTATIVE DUTIES:

Review, interpret, and maintain student educational records in compliance with the Family Educational Rights and Privacy Act (FERPA), District policies, and other relative federal, State, and local regulatory requirements. *E*

Review and process a variety of student petitions including reinstatement, late enrollment, section/level change, and credit-by-exam petitions. *E*

Review admissions applications for residency determinations, citizenship and visa status, and other potential issues; review and process student residency reclassification and changes in citizenship; inform students about the tuition and fees associated with their residency status as necessary. *E*

Evaluate and process student petitions for associate degrees, certificates of achievement, and completion of transfer general education requirements; post degree and certificate awards; order

or print and distribute diplomas and certificates. *E*

Compute statistical data for graduation and transfer; verify completion of final semester courses; verify and certify cumulative grade point average (GPA). *E*

Evaluate external transcripts, catalogs, and other sources of information to assess the level, content area, and value of courses completed; determine the transfer value of units or credits completed at outside institutions; enter course-to-course articulations into a fully integrated computer-based student information system. *E*

Evaluate and process grade corrections and grade change petitions to permanent records; post student activities and honors to permanent records. *E*

Determine and certify eligibility of students for Veteran's Administration educational benefits; maintain appropriate files and documentation as required for audit purposes; process Veteran's Administration debt letters and repayments in collaboration with bursar's office staff. *E*

Determine and certify eligibility for student participation in intercollegiate athletics in compliance with District policies and procedures; monitor eligibility throughout the season of participation for each sport. *E*

Provide day-to-day training, guidance, and work direction to staff and student workers on a wide variety of admissions and records projects and functions. *E*

Receive and process transcript requests, including sending official transcripts in electronic and hard copy format; research and resolve discrepancies in transcript content; collect fees as necessary during bursar office closures. *E*

Provide technical information and assistance to students, staff, administrators, and the general public in the interpretation and clarification of federal, state, and local policies and procedures pertaining to admissions and records. *E*

Research, retrieve, compile, and arrange for delivery of student records mandated by subpoenas. *E*

Assist in determining information technology needs for Admissions and Records; provide technical assistance and guidance concerning automated systems utilized by Admissions and Records; serve as liaison with the Information Technology Department by providing input as needed; assist in testing and troubleshooting existing automated systems, system upgrades, updates, and the implementation of new technology. *E*

Prepare and maintain a variety of records, reports, and files using a variety of modalities, including fully integrated computer-based student information systems, databases, degree audit systems, scanning and image recording systems, and other appropriate tools. *E*

Perform other duties as assigned.

E = Essential duties

MINIMUM QUALIFICATIONS:

A bachelor's degree **AND** one year of experience performing functions in a student services area with student contact or providing technical and/or administrative support in a post-secondary educational institution.

OR
An associate degree **AND** two years of experience performing functions in a student services area with student contact or providing technical and/or administrative support in a post-secondary educational institution.

OR

Graduation from high school or its equivalent **AND** three years of experience performing functions in a student services area with student contact or providing technical and/or administrative support in a post-secondary educational institution.

SUPPLEMENTAL INFORMATION:

EXAMINATION AND SELECTION PROCESS:
This is an examination open to the public and current district employees seeking a promotional opportunity. To ensure consideration, please submit your application materials by 11:59pm on August 12, 2021.

The examination process may consist of any of the following components:

A) *Written/Performance Test = Qualifying (pass/fail)
B) Technical Interview = 100% weighting on final score
*The written/performance examination may consist of any of the following components:
1. Attention to Detail
2. Reading Comprehension
3. Record Locating
4. Sentence Clarity
5. English Usage
6. Math
7. Writing

Applicants must meet minimum qualifications stated by the filing deadline in order to move forward in the testing process. Those candidates who meet the minimum qualifications will be invited to the written/performance test. The eight (8) candidates with the highest passing scores on the written/performance test will be invited to the technical interview.

PLEASE NOTE: All testing for this recruitment will be conducted remotely. Please see additional information regarding the test dates and location below.

WRITTEN/PERFORMANCE TEST DATE RANGE AND LOCATION:
Date Range: Friday, August 13, 2021 - Thursday, August 19, 2021
Location: All candidates who meet the minimum qualifications will be emailed a link to the test on Friday, August 13, 2021 and will have until 11:59 pm on Thursday, August 19, 2021 to complete the test. In order to participate in the written/performance test, you must have access to a computer and a reliable connection to the internet.

TECHNICAL INTERVIEW DATE RANGE AND LOCATION:
Date Range: Monday, August 30, 2021 - Friday, September 3, 2021
Location: The Technical Interview will be conducted remotely, using Zoom. In order to participate in the interview, you must have access to a computer with a camera, microphone, speakers, and a reliable connection to the internet.

The examination components and dates are subject to change as needs dictate. All communication regarding this process will be delivered via email.

SUBMISSION OF APPLICATION:
ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose

of determining whether you meet the minimum qualifications nor for the purpose of determining salary placement if you are hired. When completing the application, outline in detail your education, training (such as classes, seminars, workshops), and experience.

All required documents must be submitted by the applicant. Human Resources Department staff will not upload your documents for you. The VCCCD does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

ELIGIBILITY LIST:
Upon completion of the examination, the eligibility list will be compiled by combining the final examination score with applicable seniority and veteran's credits, if any. The candidates will be ranked according to their total score on the eligibility list. Certification will be made from the highest three ranks of the eligibility list. This eligibility list will be used to fill current vacancies for up to one year from the date of the technical interview.

PROBATIONARY PERIOD:
All appointments made from eligibility lists for initial appointment or for promotion, with certain exceptions, shall be probationary for a period of six (6) months or one hundred thirty (130) days of paid service, whichever is longer. Classified management, police, and designated executive classifications shall be probationary for a period of one (1) year of paid service from initial appointment or promotion.

ACCOMMODATIONS:
Individuals with disabilities requiring reasonable accommodation in the selection process must inform the Ventura County Community College District Human Resources Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

FOREIGN DEGREES:
If you have a foreign degree and the institution from which your degree was granted is not recognized as accredited by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, foreign transcript evaluation is required if the foreign degree/coursework is used to meet minimum qualifications. The foreign transcript evaluation must be included with your application materials. To search institutions that are recognized as accredited by CHEA or the U.S. Department of Education, visit https://www.chea.org/state-licensed-or-authorized-institutions or http://ope.ed.gov/accreditation/search.aspx. For a list of recognized organizations providing transcript evaluation services, visit list of agencies approved for foreign transcript evaluation.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:
The Ventura County Community College District is committed to the principles of equal employment opportunity. 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 ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.vcccd.edu

761 East Daily Drive, Suite 200
Camarillo, CA 93010
805 652 5500

hrmail@vcccd.edu

Position #2021-02130
ADMISSIONS & RECORDS TECHNICIAN
CB

Admissions & Records Technician Supplemental Questionnaire

* 1. Please be sure to address every component in the supplemental questions as your responses to the questions will be evaluated for the purpose of determining if you will be advanced to the next phase of the selection process. Answer ALL questions honestly and truthfully. We do not expect that every applicant will have experience in every area addressed on this application. If you feel you need more space for your responses, you may submit an additional Word document with the answers to the questions. All information provided within this supplemental application is subject to independent verification of its accuracy. If you exaggerate your training or experience or if you give false and/or misleading information, you may be disqualified from further consideration. Please respond below indicating that you agree to answer the following questions as honestly and accurately as possible.

  ❑ I agree to answer the following questions as honestly and accurately as possible
  ❑ I do NOT agree to answer the following questions as honestly and accurately as possible

* 2. Please indicate the highest level of education you have completed.

  ❑ Bachelor's degree (or higher)
  ❑ Associate's degree
  ❑ High school diploma or equivalent
  ❑ None of the above

* 3. Please indicate the amount of fulltime experience you possess performing functions in a student services area AND/OR providing technical/administrative support in a post-secondary educational institution.

  Your response to this question will be verified using the information provided in the work experience section of your application.

  ❑ Three or more years
  ❑ At least two years but less than three years
  ❑ At least one year but less than two years
  ❑ Less than one year
  ❑ I have no experience in either of the areas listed

* 4. Candidates who are successful in this examination process may be contacted for future employment opportunities (within this classification) that may be at a different site than where the current vacancy is located.

  Which locations within VCCCD are you willing to work? (Check all that apply.) You will only be considered for vacancies at locations at which you indicate you are willing to work in response to this question.

  ❑ District Administrative Center (Located in Camarillo)
  ❑ Moorpark College
  ❑ Oxnard College
  ❑ Ventura College

* 5. Please indicate the type of job (fulltime and/or part-time) AND the type of work (regular and/or temporary) that you are willing to accept. (Check all that apply).

  You will only be considered for vacancies with the type of job AND work that you are willing to accept.

  ❑ Fulltime Job
  ❑ Part-Time Job
  ❑ Regular/Permanent Work
  ❑ Temporary Work

* Required Question