

San Diego Community College District

NANC JOB DESCRIPTION

Title: Enrollment/Registration Clerk I

Unit: Non-Academic/Non-Classified Service

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Job Code: N1290

Original Date: 08/2008

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

FUNCTION:

Under the direction of an assigned supervisor, perform clerical and technical duties in the enrollment and registration of students for either a college or continuing education program.

DESIRABLE QUALIFICATIONS:

Knowledge of rules, regulations, and procedures of the admissions program; oral and written communication skills; and modern office practices, procedures, and equipment, including computer hardware and software. Ability to learn, interpret, and explain rules, regulations, and policies regarding the enrollment and/or registration process; understand and follow oral and written directions; communicate effectively both orally and in writing; and establish and maintain effective working relationships with others. Clerical experience with public contact.

TYPICAL DUTIES INCLUDE:

- Perform clerical and technical duties in the enrollment and registration of students.
- Assist students in completion of forms and applications.
- Interpret and explain rules, regulations, and policies.
- Review files, records, and other documents to obtain information and respond to requests.
- Operate standard office machines and equipment, including computer hardware and software to enter and extract information and data.
- Prepare and type correspondence and other materials.
- Manage calendars and set appointments.
- Answer telephones and provide information and assistance.
- Maintain and update records.