

# San Diego Community College District

## NANC JOB DESCRIPTION

**Title:** Enrollment/Registration Clerk II

**Unit:** Non-Academic/Non-Classified Service

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**Job Code:** N1300

**Original Date:** 08/2008

**Last Revision:** 04/2018

**Staff Type:** NANCE

**FLSA status:** Non-Exempt

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### **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.