

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Matriculation Specialist

BASIC FUNCTION: Under the supervision of the area Dean, works with faculty, counselors, deans, student services staff, and appropriate District committees to assist in maintaining and improving District matriculation processes and procedures.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Functions as a District liaison and campus matriculation policy resource by providing both in-person and telephone information to administrators, faculty, staff, students, and community.
2. Researches and evaluates course equivalencies and other course prerequisite criteria to complete matriculation appeals to prerequisites.
3. Functions as primary campus individual responsible for processing all student matriculation appeals.
4. Analyzes student files to determine need for matriculation follow-up activities; makes independent judgments in the evaluation of student records as required by state and District Board policies and regulations; works with the District Matriculation Program Assistant to identify and resolve errors.
5. Interprets and communicates matriculation policies, procedures, and regulations for faculty, students, staff, and community members.
6. Implements current policy and procedure changes as communicated by the administrator or designee.
7. Works closely with other key departments to ensure smooth implementation of all matriculation component activities.
8. Coordinates efforts to offer assessment, orientation, and counseling to special populations and participates in the orientation component as directed by the Counseling Discipline.
9. Prepares a variety of statistical reports regarding matriculation activities.
10. Contributes to and participates in District and campus matriculation in-service training programs.
11. Coordinates campus Early Alert program.
12. Updates and maintains desk procedure manual.
13. Composes correspondence and maintains files and records related to the operations of the Matriculation Office.
14. Maintains current knowledge of computer systems (Datatel, Microsoft Office, SARs, etc.)
15. Assists the administrator or designee with the coordination and implementation of student services related activities, such as concurrent enrollment and outreach.
16. Participates in District-provided in-service training programs.
17. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
18. Performs other duties, related to the position, as assigned.

EDUCATION: An associate degree from an accredited institution is required. A bachelor's degree from an accredited institution is desired.

EXPERIENCE: Three years of directly related experience in matriculation-related positions is required. Experience working with a student system is desired.

09-01-09

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Matriculation rules, regulations, policies, and procedures; word processing; database management and spreadsheets software applications; information processing techniques and computer literacy.

ABILITY TO: Maintain confidential and comprehensive files and records; possess a familiarity with academic policies and procedures; communicate orally and in writing; work independently; make sound judgments and decisions; establish and maintain effective working relationships with other staff, students, faculty, and the public; answer general questions of staff, students, and the public relative to matriculation; train and provide work direction to others; and perform technical duties of complex difficulty in matriculation.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, other departmental personnel, faculty, students, and the general public.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.